

**MA 102 -QL Intermediate Algebra (40113)**  
**Summer 2024 Syllabus**

### Instructor Information

**Instructor:** Mrs. Stephanie Phillips

**Email:** [stephphillips@uab.edu](mailto:stephphillips@uab.edu)

**Location:** [Department of Mathematics - University Hall](#)

**Phone number:** 205-934-2154

**Math Learning Lab:** [HHB 202](#)

### Course Information

**Credit Hours:** 3 hours

#### Instructional Method

**Online:** This class will be conducted entirely online through the Canvas Learning Management System. Students will not attend class on-campus. These classes are designated in the Class Schedule with a section code beginning with the letter "Q."

Students in this course are required to submit the Initial Knowledge Check assignment **and** log 90 minutes of active learning in ALEKS during the Drop/Add period of the term. Failure to do so by the end of the Drop/Add period may result in administrative withdrawal from the course. Students who add the course after the first day of class are required to contact the course instructor within 24 hours to verify their late enrollment and acknowledge the reading of this syllabus.

#### Course Description

Absolute values, Cartesian coordinates, graphs of linear equations, concept of a function, linear systems, algebra of polynomials, factoring of polynomials, algebra of rational expressions, literal equations, word problems involving linear, rational and quadratic models, integer and rational exponents, radical expressions, rational, radical and quadratic equations, complex numbers.

#### Course Objectives

Upon successful completion of this course, students will be able to:

- Solve linear equations and inequalities in one variable, solve absolute value equations and inequalities, and use interval notation and the real number line for describing solution sets.

- Graph linear equations in two variables, recognize and use the equation of a straight line in different forms.
- Use the slope to identify parallel or perpendicular lines, solve linear systems of two equations algebraically and by graphing lines, and use linear systems of two equations to solve a variety of verbal problems.
- Perform arithmetic operations on polynomial expressions, factor polynomials, and solve polynomial equations by factoring.
- Identify rational expressions and functions and their domains. Multiply, divide, add, and subtract rational expressions, simplify complex fractions, and solve rational equations.
- Know the rules of exponents and apply them to simplify expressions involving positive and negative rational exponents.
- Combine, multiply and divide radical expressions and solve radical equations.
- Solve quadratic equations by factoring, by the square root method, by completing the square, and by using the quadratic formula.
- Interpret square roots of negative numbers as complex numbers and perform arithmetic operations on complex numbers.
- Create, interpret, and use linear, polynomial, and rational models to solve problems in a variety of application areas.

**This course is about developing quantitative reasoning ability as well as acquiring specific mathematical skills** (algebra, arithmetic, etc.). The above learning outcomes are realized in the course with a variety of learning opportunities (computer-aided examples, explanations, guided solutions, etext, videos, and peer discussions).

#### **Prerequisites and/or Corequisites:**

“C” or better in MA 098 or MPL 30 or EMA E.

#### **Equipment Statement for Online Sections**

Students must have the required equipment for remote testing with [Respondus Lockdown Browser and Monitor \(ALEKS version\)](#), an online test proctoring service. A webcam that is compatible with Respondus is also required. Note that the ALEKS version of Respondus is different from the Canvas version. If you have used Respondus for another UAB course, you need to download the ALEKS version as well. **Students are expected to verify that their equipment meets the Respondus guidelines by June 5, 2024.**

#### **Required Text and Course Materials**

Access to ALEKS online courseware is required in MA 102. This courseware is available through Canvas with the [First Day Access program](#).

An on-screen scientific calculator will be used for all assignments therefore students **do not need** to purchase a calculator. Students will be provided with two free calculator resources:

1. ALEKS built-in calculator tool -or-
2. [Desmos scientific calculator](#)

To get started with your Algebra course, follow these steps inside Canvas:

1. Enter the **First Day Access** tab (left side menu) and click on the green button labeled "Launch Courseware" or "Reveal Access code."
2. If an access code is displayed, copy it to your clipboard.
3. Enter the ALEKS tab (left side menu) and follow the prompts for setting up an ALEKS account. Use your UAB BlazerID email.
4. If prompted with purchase options, select the "Access Code" option, and paste your copied access code into the provided boxes.
5. Go back to Canvas Home and finish reading all the pages in the Start Here Module (syllabus, getting started my Algebra assignments, and schedule) **before** attempting to start your ALEKS assignments.

For more details on using First Day Access, view the [Student Experience Video](#). NOTE: You will use the tab labeled **First Day Access** instead of the "Course Materials" tab shown in the video.

### More information about First Day:

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas. UAB will bill you at the discounted price as a course charge for this course. The charge should show as Book Charges First Day on the student's account in Banner. It is NOT recommended that students Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. For more information and FAQs go to [customer-care.bncollege.com](http://customer-care.bncollege.com)

**Help! I do not have access to First Day or ALEKS!** If you have recently registered for the course, it may take a few days for your access to become visible. Be patient and check back in 24 hours. If the issue persists, contact the [UAB Bookstore](#) for assistance.

### Having trouble?

- Feel free to stop by the [Math Learning Lab](#) in HHB 202 for one-on-one assistance.
- First Day Access not working or have questions about the First Day Access Program cost or billing? View [UAB eLearning First Day Access](#) site or contact the [UAB bookstore](#) .
- New to Canvas? [See Guides/Tutorials](#) – Follow the Student Guides.
- New to ALEKS? [View Student user guide](#).
- Having technical issues with ALEKS? [View ALEKS student support tools](#) or [Contact ALEKS support](#) team via chat, phone, or email.
- New to Respondus (ALEKS version)? [Download Respondus for ALEKS](#) , resolve [Tech issues with Respondus \(ALEKS version\)](#) and watch [Respondus student experience video](#) .

**Student Access to Grades**

Students earn their grade in the course by **accumulating points not by weighted percentages**. All assignment grades will be posted and maintained in the math department database, which can be accessed by going to <https://secure.cas.uab.edu/mlI/db/>. A link is also available in Canvas- Home – Check Your Grade. Do not rely on the ALEKS gradebook alone for an accurate representation of your total grade. **Please note - many scores become permanent after the assignment due date passes**, so students should make every effort to earn as many points as possible by completing their assignments by the posted due dates.

**Graded Assignments and Activities Overview**

Assignments and Activities	Max Pts per Assignment	No. of Assignments	Total Points
Personalized ALEKS Module (PAL)	11	11	121
Pie Progress Goal	10	4	40
Time Goal – 90 mins per week in PAL	7	9	63
Harmonize Weekly Q&A	4	9	36
Application Homework	7	6	42
Prep HW for Quiz, Test, and Final	7	12	84
Quiz	35	3	105
Test	100	3	300
Final Exam	225	1	225
Final Knowledge Check (only graded KC)	9	1	9
		<b>Total</b>	<b>1025</b>

\*25 bonus points are built into the course to cover a variety of unexpected delays and unforeseen emergencies. Make-up policies and late penalties are detailed later in this document.

**Grading Scale**

Points Earned	Course Grade
880-1000	A
760-879	B
620-759	C
500-619	D
Below 500	F

Students must earn a **B** or higher to enroll in MA 107. Students must earn a **C** or higher to enroll in MA 105, MA 180, or MA 313. [See UAB Department of Mathematics course catalog.](#)

## Assignments and Activities Descriptions

This course is primarily computer-based. **All assignments are accessible through Canvas.** Students must have a BlazerID & password, reliable internet access, and the proper equipment to successfully complete the course. ALEKS grades will be displayed as a percentage. The percentage will be converted to points inside Canvas and loaded accordingly into the [math department database](#). Please note: the database does not sync automatically with ALEKS or Canvas. **Database grades are manually uploaded about twice a week.** Please do not panic if your score does not instantly match your completed work in ALEKS.

### **ASSIGNMENT SUBMISSION POLICY:**

Students may only use the learning tools provided within an ALEKS assignment to submit their work. The use of any non-ALEKS linked tool/resource is strictly prohibited for all assignments in this course. For example, students are not allowed to use AI (ChatGPT, Copilot, Gemini), mathway, photomath, or the like on any ALEKS assignment. Students suspected of using any outside resource will be reported for Academic Misconduct.

**INITIAL KNOWLEDGE CHECK:** Upon entering ALEKS for the first time, students will be prompted to complete an Initial Knowledge Check. The [Respondus Lockdown Browser and Monitor \(ALEKS version\)](#) along with a compatible webcam and photo ID are required to complete this first task. The knowledge check may look a little scary, kind of like a test. Don't worry, there is no grade associated with this knowledge check. It is simply designed to personalize your ALEKS experience by starting your assignment path with the topics that you are most ready to learn. Complete the knowledge check thoughtfully and carefully. Have writing materials on hand and try to answer each question to the best of your ability. Even an incorrect answer will reveal a partial knowledge of Algebra topics. **It is essential that you follow the assignment policies and do not use any outside resources when completing the knowledge check. If so, you will be set on a path beyond your present ability and will find the topics in your learning path frustrating and difficult.**

New to ALEKS? [View Student user guide](#) or visit [ALEKS Student Support](#).

**PERSONALIZED ALEKS MODULE (PAL):** There are 11 Chapter-based Personalized ALEKS Modules (PAL), and each is worth 11 points. After the Initial Knowledge Check is completed, students should begin working on their ALEKS learning path. Students typically learn more and stress less by gradually working their way through the PAL Modules over the span of several days. The amount of time required to complete a PAL Module will vary by student. As the semester progresses and topics become more difficult, additional time may be required to complete the PAL Modules by the due date. Points are sent to Canvas based on completion percentage. If there are 32 topics in PAL 1, and a student completes 25 topics by the due date, this is 78.125% completion. Each PAL Module is worth 11 points so, the student's score for PAL 1 in Canvas would be  $(0.78125)(11) = 8.59$  points. The points earned by the due date are permanently recorded, so students should make every effort to complete the PAL Modules on time.

**PIE PROGRESS GOAL:** There are 4 ALEKS Pie Progress Goals, and each is worth 10 points. The Pie Progress measures how many PAL topics are mastered by benchmark dates during the semester. If Pie Progress 1 is set for 35% by 6/17/24, this means that the student should have completed 35% of their overall Pie by 6/17/24. Pie Progress points are designed to incentivize full pie completion and award points for finishing overdue PAL topics. Pie Progress Points are sent to Canvas based on completion percentage. If there are 270 PAL pie topics, Pie Progress 1 at 35% would represent 94.5 topics. If a student completed 88 topics out of 94.5 by the due date, this is 93.12%. Each Pie Progress Goal is worth 10 points so, the student's score for Pie Progress 1 in Canvas would be  $(0.9312)(10) = 9.31$  points. The points earned by the due date are permanently recorded, so students should make every effort to meet the Pie Progress Goals on time.

**TIME GOAL:** There are 9 weekly 90-minute ALEKS Time Goals, and each is worth 7 points. Weeks run from Monday – Sunday. Time Goals are achieved by spending a minimum of 90 minutes each week in your PAL module learning path. The best way to accomplish this is to set aside a minimum of 15-20 minutes each day (5-6 days a week) to work on your PAL Modules. Most ALEKS assignments are mobile-friendly so time could even be logged during a lunch or coffee break. Students should be aware that the 90 min Time Goal grade is a bare minimum requirement. Completing your PAL modules by the due date could take much longer. Also plan to set aside time for other assignments such as Discussions, Prep Homework, Application Homework, Quizzes, and Tests. These will take additional time to complete each week. Please note - the Time Goal grade is only connected to time spent in PAL modules. **Points are sent to Canvas on an "all or nothing" basis. If a student logs 90+ minutes for Time Goal 1, then 7 points will be sent to Canvas. If a student logs anything under 90 minutes, the score for Time Goal 1 will be recorded as 0 points for the week.** The points earned by the due date are permanently recorded, so students should make every effort to meet the Time Goal each week.

**DISCUSSION - HARMONIZE Q & A:** There are 9 Harmonize Discussion assignments, and each is worth 4 points. The purpose of this assignment is to provide a space for students to post questions and interact with classmates. Regular and active participation is the key to keeping the environment interesting and engaging. Question posts and Answer comments must contain both visual and auditory components. Two Question posts are required and valued at 3 points (1.5 each). One Answer comment is required and valued at 1 point. Students are welcome and encouraged to comment on multiple posts, but **full credit for an answer** will only be given to the **first student** to provide a thorough, accurate answer which includes both audio and visual components. Students may comment on their own post, but "answer" credit will not be awarded. Students are also encouraged to react to a good question/answer or provide additional brief comments to multiple posts. These comments are used only to facilitate dialogue and do not count as an "answer."

New to Harmonize or need a video demonstration of the tools? [Visit Harmonize student support](#). The Harmonize discussion board is for the purpose of academic discussion only. It should never be treated as a social media platform. Students are expected to follow UAB online usage policies when updating a profile image and/or posting in Harmonize.

**APPLICATION HOMEWORK:** There are 6 ALEKS Application Homework assignments, and each is worth 7 points. Students will receive 4 attempts to submit a correct answer on each problem. If the answer is still incorrect after 4 attempts, students must move on to the next problem in the assignment. Once the assignment is completed, students will have an opportunity to retake the homework using a “quick retake” which will only require completion of the problems marked incorrect. Students are allotted unlimited quick retake opportunities for Application Homework assignments. Several learning tools are available in the Application Homework assignments. Some tools (explanation and guided solution) will deduct one attempt from the allotted four. Accessing the etext, instructor resources, calculator, and videos will **not** deduct an attempt. Attempts could be regarded as: 1 attempt allotted for accessing learning resources (explanation or guided solution) and 3 attempts at submitting a correct answer. Points are sent to Canvas based on completion percentage. If a student scores 80% on Application Homework 1 and each assignment is worth 7 points, the student’s score for Application Homework 1 in Canvas would be  $(0.8)(7) = 5.6$  points. Students will incur a 35% late penalty for any problem submitted after the due date.

**PREP HOMEWORK:** There are 12 ALEKS Prep Homework assignments, and each is worth 7 points. Like Application Homework, students will again receive 4 attempts to submit a correct answer on each problem and unlimited quick retakes of the assignment. However, the learning tools should be regarded differently for these assignments. Since the Prep Homework assignments are designed to gauge the student’s readiness for an upcoming Quiz or Test, the student should try each problem on their own before accessing the learning tools. This technique will help a student self-diagnose their personal strengths and weaknesses before the Quiz or Test. Learning tools should only be used when a student answers the problem incorrectly and is unable to locate their mistake. Points are sent to Canvas based on completion percentage. If a student scores 70% on Prep Homework 1 and each assignment is worth 7 points, the student’s score for Application Homework 1 in Canvas would be  $(0.7)(7) = 4.9$  points. Students will incur a 35% late penalty for any problem submitted after the due date.

**QUIZ:** There are 3 ALEKS Quiz assignments, and each is worth 35 points. Quizzes should be regarded as a collection of 3 mini-tests. All Quizzes will require the use of [Respondus Lockdown Browser and Monitor \(ALEKS version\)](#). A webcam that is compatible with Respondus is also required. Note that the ALEKS version of Respondus is different from the Canvas version. If you have used Respondus for another UAB course, you need to download the ALEKS version as well. Students must complete the Quizzes ALONE without assistance from any person, notes, textbook, or internet resources. Students suspected of using any outside resources will be reported for Alleged Academic Misconduct and may be required to retake their quiz on-campus or at their own expense through another proctoring service. Calculators linked to ALEKS will be allowed. These are accessed from inside the Quiz assignment. Students may use scratch paper during a Quiz and will be prompted by Respondus to take a photo of all handwritten work before leaving the quiz session. The Quizzes are timed and must be taken in one 40-minute sitting. The quick retake option is available for all Quiz assignments. Students are allowed 2 attempts at each Quiz, and only the higher score attained will count. Points are sent to Canvas based on accuracy percentage. If a student scores 75% on Quiz 1 and each assignment is worth



35 points, the student's score for Quiz 1 in Canvas would be  $(0.75)(35) = 26.25$  points. Students will incur a 35% late penalty for Quizzes submitted after the due date.

**TEST and FINAL EXAM:** There are 3 ALEKS Test assignments, each worth 100 points and 1 ALEKS Final Exam, worth 225 points. Like Quizzes, all Tests & Final Exam will require the use of [Respondus Lockdown Browser and Monitor \(ALEKS version\)](#). A webcam that is compatible with Respondus is also required. Students must complete the Tests ALONE without assistance from any person, notes, textbook, or internet resources. Students suspected of using any outside resources will be reported for Alleged Academic Misconduct and may be required to retake their test on-campus or at their own expense through another proctoring service. Calculators linked to ALEKS will be allowed. These are accessed from inside the Test assignment. Students may use scratch paper during a Test and will be prompted by Respondus to take a photo of all handwritten work before leaving the testing session. The Tests are timed and must be taken in one 50-minute sitting. The Final Exam is 120 minutes. Points are sent to Canvas based on accuracy percentage. If a student scores 70% on the Final Exam, the student's score in Canvas would be  $(0.70)(225) = 157.5$  points. Students are allowed only one attempt at each Test/Final and access ends at 11:59pm on the due date.

**KNOWLEDGE CHECK:** There are six scheduled Knowledge Checks throughout the semester to gauge retention of PAL Module topics. In other words, to discover which topics a student truly mastered and which ones still need more work. These checks are designed to reinforce algebra topics so that students are well prepared for their tests and future math courses. Although the knowledge checks are non-graded assignments, each should be taken seriously. The [Respondus Lockdown Browser and Monitor \(ALEKS version\)](#) along with a compatible webcam are required. The scheduled knowledge checks will be like the initial knowledge check. Complete the knowledge checks thoughtfully and carefully. Have writing materials on hand and try to answer each question to the best of your ability. Even an incorrect answer will reveal a partial knowledge of Algebra topics. It is essential that students follow the assignment policies and do not use any outside resources when completing the knowledge checks.

**FINAL KNOWLEDGE CHECK:** The Final Knowledge Check is the only graded Knowledge Check and is worth 9 points. This assignment is a comprehensive check of all PAL Module topics. The [Respondus Lockdown Browser and Monitor \(ALEKS version\)](#) along with a compatible webcam are required. Points are sent to Canvas based on accuracy percentage. If a student scores 75% on the Final Knowledge Check, the student's score in Canvas would be  $(0.75)(9) = 6.75$  points.

### [Respondus \(ALEKS version\)](#)

When taking an online exam that requires Respondus LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.



- Clear your desk of all external materials not permitted — books, papers, other devices.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Remain at your computer for the duration of the test.
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test.
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move.
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

**MOCK/PRACTICE TEST:** There are 4 non-graded Mock Tests available for students to simulate the timed testing experience. The mock tests are a great opportunity for students to gauge test readiness and learn from mistakes before attempting the Test/Final. The mock tests are for practicing purposes only. Grades will not be sent to Canvas and Respondus is not required.

### Late Assignment Policy

**Overdue assignments/Late penalty:** Late submission is only allowed on assignments in the Homework and Quiz Categories. There are no allowances for late submission on any other assignment. The points earned by the due date on these assignments are permanently recorded, so students should make every effort to complete these assignments by the deadline. Homework problems and Quizzes submitted after the due date will incur a 35% late penalty deduction. Students should work well ahead of the due dates to avoid late penalties that might be caused by unexpected delays such as illness, accidents, or family emergencies.

**Missed Test:** On a case-by-case basis, the instructor will review student requests to make-up a single missed test. Students must submit their request via email within one week of the missed due date. The missed Test must be completed BEFORE the next testing session begins. Students that forget to email a make-up request or fail to complete their make-up Test on time will not be eligible to receive additional extensions. The original score of 0 will remain the permanent score for the missed test.

## Course Time Zone

All assignment deadlines listed on this syllabus are in Central Time. If you are in a different time zone, including any traveling, you are responsible for calculating the time difference and submitting assignments or attending online meetings on time. Use the [World Official Time Zone Site](#) as a reference.

## Free Tutoring Resources

### CAMPUS

#### Math Learning Lab HHB 202

<https://www.uab.edu/cas/mathematics/student-resources/math-learning-lab>.

#### Vulcan Materials Academic Success Center

<https://www.uab.edu/students/academics/student-success>.

### ONLINE

#### Pear Deck Tutor (formerly TutorMe)

<https://www.uab.edu/elearning/academic-technologies/pear-deck-tutor>

## Contacting the Instructor

The best way to reach your instructor is to compose an email using your UAB email account (access through [BlazerNet](#)). The email address for your instructor can be found at the top of this syllabus and in Canvas –Modules - Contact My Instructor. Please include your course and section in the composition of your message (e.g., MA 102 QL or MA 102 online). Please **do not** attempt to message the instructor using the Canvas Grades comments. Although email is preferred, students may also use the Canvas Inbox to message their instructor.

Before sending a message, please also consider the following avenues of communication:

1. Look inside Discussions (Harmonize– Weekly Q & A) to see if your question has already been asked and answered. If your question might benefit other students, consider posting it in the Weekly Q&A. Students may also tag the instructor or teaching assistants in a Harmonize post.
2. **Take personal responsibility** to look carefully at your Canvas Home page, Syllabus, Announcements, and Modules to see if the answer to your question is already stated in one of these locations.

Due to the high volume of messages received at the beginning of the semester, it may take up to 72 hours (or 3 business days) to receive a response to an email during this time. Otherwise expect a reply within 24-48 hours (or 1 -2 business days). If you have not received a response from your instructor by this time, please consider reaching out again. Instructors will not intentionally ignore a student's email; however, we often receive a large number of messages on a weekly basis, and it is possible for an email to get overlooked by mistake.

## **Weekly Course Schedule**

The entire course schedule is available to print and/or download from the MA 102 Canvas home page. Assignments may take several days to complete. Students are encouraged to work well ahead of schedule.

### **Schedule key:**

KC – ALEKS Knowledge Check (Respondus required)  
HarQues – Harmonize Discussion Question post  
HarAns – Harmonize Discussion Answer comment  
Time – ALEKS Time Goal  
Pie Goal – ALEKS Pie Progress Goal  
PAL – Personalized ALEKS Module  
Prep HW – ALEKS Prep Homework for Quiz or Test  
App HW – ALEKS Application Homework  
Quiz – ALEKS Quiz (Respondus required)  
Test - ALEKS Test (Respondus required)  
Final KC – ALEKS Final Knowledge Check (Respondus required)

## **Academic Calendar**

Students are required to abide by the [UAB Academic Calendar](#) and should only make vacation/travel plans during scheduled academic breaks or holidays. Students who choose to make reservations that conflict with assignment due dates (including tests) should not expect the instructor to provide special accommodations.

## **Student Expectations**

The Course Syllabus and Schedule serve as a contract by which the student must comply. An excuse of “not knowing” information covered in these documents is not acceptable.

- Students are required to complete weekly assignments and learning activities by the deadline. All deadlines are based on CENTRAL TIME. See the class schedule in Canvas for details.
- Students are expected to maintain an active BlazerNet account. All official correspondence will be sent ONLY to the @uab.edu email address.
- Students are expected to carefully examine this syllabus along with all Canvas Modules and pages.
- Students are expected to check their UAB email daily and respond within 48 hours to instructor emails.
- **Students are expected to have a back-up plan** in the event their computer has operational problems, there is loss of electricity, or there is loss of Internet access. These are not an excuse for late or incomplete submission of assignments, nor are they acceptable reasons for an assignment deadline extension.

- **Students are expected to review their grades regularly in the math database at <https://secure.cas.uab.edu/mlt/db>.** A link is also available in Canvas- Home – Check Your Grade.

**Extended Absences:** Attendance (online interaction) is fundamental to course objectives and to the integrity of this course. Courses in the Mathematics Department require a variety of activities that involve interaction with the instructor and/or interaction with other students. Excessive absences and missed assignments seriously jeopardize a student’s ability to successfully complete the course. In the event of excessive absences, students should be prepared to officially withdraw from the course through the Registrar’s Office. In cases involving medical hardships, military duty, or other serious personal situations after the withdrawal date for a course, the student may participate in the Academic Policy Appeal (accessed and submitted through Blazernet Links/Forms).

**Prepare for Online Success**

Online courses require communication and time management skills. Watch the following videos on Netiquette and Online Success.

**Course Netiquette**



**Tips for Online Success**



**Time Commitment**

You are expected to spend a substantial amount of time working through the course activities and assignments every week. Please know that time management and self-motivation are key components for success in this course and courses in general. There is a lot to be gained in this course, so approach it with an open mind and lots of fun!

This is an online course worth 3 credit hours. You should prepare to spend about 9 hours per week on course activities (watching the videos, participating in the discussions, and completing the assignments).

## Diversity and Inclusion Statement

The University of Alabama at Birmingham considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. In this class, we will strive to be an inclusive community where we can learn from the many perspectives and worldviews which may differ from our own. We are all expected to contribute to creating a respectful, welcoming, and safe environment that fosters a sense of belonging through open and honest dialogue. To this end, we should always conduct discussions in a way that honors, respects, and extends dignity to all class members.

## UAB Policies and Resources

### Add/Drop and Course Withdrawal

- Drop/Add: Deadlines for adding, dropping, or withdrawing from a course and for paying tuition are published in the [Academic Calendar available online](#). Review the [Institutional Refund Policy](#) for information on refunds for dropped courses. It is the student's responsibility to initiate add/drop procedures. Students may drop and add courses online after they have registered and until the drop/add deadline online using BlazerNET.
- Withdrawal: To avoid academic penalty, a student must withdraw from a course by the withdrawal deadline shown in the academic calendar and receive a grade of "W" (withdrawn). Failure to attend class does not constitute a formal drop or withdrawal. The official course withdrawal must be completed online in BlazerNET.

### Academic Integrity Code

Your success while at UAB and after graduation is valued by the University. To gain and grow in the knowledge and skills needed for your future career, it is vital that you complete your own work in your courses and in your research. The purpose of the [Academic Integrity Code](#) is to support our academic mission and to maintain and promote academic integrity. All students in attendance at UAB are expected to pursue all academic endeavors with integrity, honor, and professionalism and to observe standards of conduct appropriate to a community of scholars.

Please be sure you understand the different forms of "academic misconduct" covered by the code. See what UAB students say about academic integrity and review the FAQs about the code for details on the [Student Academic Integrity webpage](#).

## Artificial Intelligence Use

### Academic Integrity

Academic misconduct is present in academic work wherever AI assistance has been used when unauthorized. Such behavior is considered deceit and a violation of UAB's shared commitment to truth and academic integrity. Deceit constitutes academic misconduct and is subject to review according to UAB's Academic Integrity Code.

Students may only use the learning tools provided within an ALEKS assignment to submit their work. The use of any non-ALEKS linked tool/resource is strictly prohibited for all assignments in this course. For example, students are not allowed to use AI (ChatGPT, Copilot, Gemini), mathway, photomath, or the like on any ALEKS assignment. Students suspected of using any outside resource will be reported for Academic Misconduct.

### Generative AI Use Is Prohibited

The use of generative AI is strictly prohibited in this course.

### Closed Book Exam/Quiz

The use of AI tools is not permitted.

### General Writing

The use of generative AI tools is not permitted on writing/discussion assignments in this course. By submitting a writing assignment, you attest that you are the only and original author.

## Student Conduct Code

The purpose of the University of Alabama at Birmingham ("University") student conduct process is to support the vision, mission, and shared values of the University and the tenets of the University's creed, The Blazer Way. Through a student-focused and learning-centered lens, the process strives to uphold individual and community standards; foster an environment of personal accountability for decisions; promote personal growth and development of life skills; and care for the well-being, health, safety, and property of all members of the University community.

The [Student Conduct Code](#) ("Code") describes the standards of behavior for all students and student organizations and outlines students' rights and the process for adjudicating alleged violations. It is set forth in writing in order to give general notice of non-academic prohibited conduct. The Code should be read broadly and is not designed to define non-academic conduct in exhaustive terms. All students and student organizations are expected to conduct themselves in accordance with the Code. The current version of the Code, which may be revised periodically, is available from the Office of Community Standards & Student Accountability.

## Intellectual Property

My lectures and course materials, including PowerPoint presentations, quizzes, exams, outlines, and similar materials, are protected by copyright. You may take notes and make copies of

course materials for your own use. You may not and may not allow others to reproduce or distribute lecture notes and course materials publicly, whether or not a fee is charged, without my expressed written consent.

### **DSS Accessibility Statement**

Accessible Learning: UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call (205) 934-4205 or visit [the DSS website](#).

### **Title IX Statement**

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources and supports, please visit the [UAB Title IX webpage](#) for UAB's Title IX Sex Discrimination, Sexual Harassment, and Sexual Violence Policy; UAB's Equal Opportunity and Discriminatory Harassment Policy; and the Duty to Report and Non-Retaliation Policy.

### **Violence Prevention and Response Policy**

The University of Alabama at Birmingham (UAB) is committed to maintaining a safe and secure educational environment and workplace, one which seeks to ensure the well-being and safety of faculty and staff, employees, students and visitors. Violence and threatened violence are prohibited by UAB. Each member of the UAB community has the responsibility to understand, prevent and respond appropriately to campus/workplace violence. View the [Violence Prevention and Response Policy](#).

### **Technology**

Access technical support and view privacy policies and accessibility statements for Canvas and other technologies on the [Student Academic Technologies website](#). Additionally, view information about the [Minimum System Requirements and Technical Skills](#).



### Canvas Alerts

I may send alerts to students based on Canvas course information, such as current grades in the course, online attendance (login records), assignment due dates, and assignment scores. The alert is sent as an email to the student's UAB email address.

### Health and Safety

UAB is very concerned for your continued health and safety. Please consult the Students section of [UAB United](#) for up-to-date guidance because the following information is subject to change as circumstances require.

We strongly urge you to be fully vaccinated. [Here is information on the safety of vaccines and on how to get vaccinated at UAB.](#) Mask-wearing has proven to be one of the most successful mitigation strategies used to combat spread of the various variants of the COVID-19 virus. Please check UAB United for mask-wearing requirements and other safety protocols for this semester.

### Student Academic and Support Services

- [One Stop Student Services](#) provides a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics.
- [Student Assistance and Support](#) provides individualized assistance to promote student safety and well-being, collaboration and resilience, personal accountability, and self-advocacy. The Care Team consults and collaborates with campus partners to balance the needs of individual students with those of the overall campus community. [The UAB Care Team](#) helps find solutions for students experiencing academic, social, and crisis situations including mental health concerns.
- [Disability Support Services](#) assists students with in reaching accommodations for their educational experiences at UAB that ensure that they have equal access to programs, services, and activities at UAB.
- The [Vulcan Materials Academic Success Center](#) provides tutoring, supplemental instruction, and other services that encourage goal achievement and degree completion.
- The [University Writing Center](#) offers free writing assistance for all UAB students. Get help at any stage of the writing process and with any type of writing. Students may meet with a tutor in person or via Zoom. Students may also upload a paper for feedback (called eTutoring in the online system). During in-person and Zoom sessions, tutors can help you understand your assignment, develop and organize your ideas, use and cite sources, revise and edit your draft, and more. When you upload a draft for eTutoring, tutors can provide feedback on both big-picture issues and detail-oriented concerns;

please note that you must upload a draft and assignment sheet to use eTutoring.

To make an appointment or get more information, please see the [UWC website](#), email [writingcenter@uab.edu](mailto:writingcenter@uab.edu), or call 205-996-7178. Follow the UWC on [Facebook](#), [Instagram](#), and [LinkedIn](#) for daily news and quick writing tips.

- [UAB Student Health Services](#) delivers comprehensive, high quality, confidential, primary healthcare to students. Student Health provides testing services and vaccination clinics.
- [Student Counseling Services](#) offers students a safe place to discuss and resolve issues that interfere with personal and academic goals. UAB has created a new app (available in the App Store and Google Play) called [B Well](#), that is designed to easily access resources on mobile devices and build a self-care plan. [Kognito](#) is a free, interactive simulation-based platform designed to help you talk with someone when you are worried about your mental health.
- [UAB Blazer Kitchen at the Hill Student Center](#) provides food and basic supplies for any UAB student in need through in-person or online shopping. Students who can are also able to donate food and supplies to assist their peers. To get more information, call 205-975-9509, email [studentoutreach@uab.edu](mailto:studentoutreach@uab.edu), or visit [Student Assistance & Support website](#).
- [eLearning and Professional Studies](#) provides numerous academic technologies and learning resources for students whose learning may be affected by COVID.
- [UAB Emergency Management](#) will be the official source of UAB information during any actual emergency or severe weather situation.

The following are the various websites describing additional student academic and technology resources:

- [UAB Policies for Students](#)
- [Student Academic and Support Services](#)
- [Technology Resources](#)

See also the [Student Assistance & Support](#) website of Student Affairs for a description of Covid-19-related resources, including the laptop loaner program.

### **Notification of Syllabus Changes**

Although unlikely, the Course Instructor reserves the right to make changes to the syllabus during the term. The Course Instructor will notify students, via email or Canvas Announcement, when changes are made in the requirements and/or grading of the course.