Table of Contents

[Student Hours (Office Hours) 3](#_Toc108976126)

[**Preferred Methods of Contact:** Email is the preferred method of contact if you have questions. Please expect a response within 24 hours on weekdays and a slower response on weekends (OR Emails received after 5 pm on Friday will be returned Monday morning). Include course and section number in the subject line of your email for a faster response. 3](#_Toc108976127)

[Instructional Method 3](#_Toc108976128)

[Course Information 3](#_Toc108976129)

[Prerequisites: Undergraduate level MA 102 Minimum Grade of B or Math Placement Test 68 or Exception Math Placement E 4](#_Toc108976130)

[Required Text and Course Materials 4](#_Toc108976131)

[Course Grading and Policies 5](#_Toc108976132)

[Grading Scale 5](#_Toc108976133)

[Student Access to Grades 5](#_Toc108976134)

[Graded Assignments and Activities Overview 6](#_Toc108976135)

[Assignments and Activities Descriptions 6](#_Toc108976136)

[Course Netiquette: 12](#_Toc108976137)

[UAB Policies and Resources 12](#_Toc108976138)

[Add/Drop and Course Withdrawal 12](#_Toc108976139)

[Academic Integrity Code 13](#_Toc108976140)

[Student Conduct Code 13](#_Toc108976141)

[Intellectual Property 13](#_Toc108976142)

[DSS Accessibility Statement 13](#_Toc108976143)

[Title IX Statement 14](#_Toc108976144)

[Technology 14](#_Toc108976145)

[Health and Safety 14](#_Toc108976146)

Course Syllabus

**MA 107 – Pre - Calculus Algebra/Trigonometry**

**Semester: Summer 2024 Section: MA 107-QL Instructor:**  Elena Kravchuk

**Instructor** **e-mail:** [kravchuk@uab.edu](mailto:kravchuk@uab.edu) **phone:** 205-934-2154 **Office location: UH 4043**

## Student Hours (Office Hours)

**Preferred Methods of Contact:** Email is the preferred method of contact if you have questions. Please expect a response within 24 hours on weekdays and a slower response on weekends (OR Emails received after 5 pm on Friday will be returned Monday morning). Include course and section number in the subject line of your email for a faster response.

# 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 number beginning with the letter "Q".

# Course Information

**Course Description:** (4 semester hours). The course will cover: functions from algebraic, geometric (graphical), and numerical points of view, including polynomial, rational, logarithmic, and exponential functions; inverse functions; quadratic and rational inequalities; complex and real roots of polynomials; applications and modeling, both scientific and business.; trigonometric functions (circular functions) and their inverses, graphs and properties; right triangle trigonometry and applications; analytic trigonometry, trigonometric identities and equations; polar coordinates; laws of sine and cosines; conic sections. Quantitative Literacy is a significant component of this course. This course meets the Core Curriculum requirements for Area: Quantitative Literacy.

**Learning Outcomes:** Upon successful completion of this course students will be able to:

* Apply distance and midpoint formulas for solving geometric problems algebraically, recognize and graph equations of circles, and identify the center and radius of a circle given the standard equation or the general equation of a circle.
* Graph equations by plotting points, find intercepts from graph and from an equation, test equations for symmetry.
* Recognize functions among general relations, find their domain and range. Use algebra of functions and composition of functions to build new functions and find inverse functions.
* Apply basic graphing principles in graph sketching. Recognize basic functions by their graphs.
* Graph quadratic functions by identifying the vertex, intercepts, axis of symmetry, and use the graph for solving quadratic inequalities.
* Analyze and evaluate how information presented in mathematical forms (e.g. equations, graphs, diagrams, tables, words) is used to describe, predict, or model natural or social processes.
* Read and interpret graphs by recognizing intervals of increasing or decreasing function value and identifying maximum or minimum values of a function.
* Identify and utilize tools of quantitative reasoning to solve problems that impact academic understanding and public life.
* Graph polynomial functions when their zeros can be found, apply Factor and Remainder Theorems for finding zeros of polynomials.
* Graph basic rational and radical functions, solve polynomial and rational inequalities by doing sign analysis.
* Graph basic exponential and logarithmic functions, find their domain, range, and asymptotes, solve exponential and logarithmic equations.
* Solve real-life applied problems involving polynomial, exponential or logarithmic functions.
* Apply trigonometric principles to solve problems involving triangles.
* Interpret the plane from the viewpoint of both rectangular coordinates and polar coordinates and know how to move between these representations.
* Construct and interpret tables, graphs, and algebraic representations of functions, and move among them.
* Draw relevant conclusions from algebraic models and applications and communicate them in appropriate ways to an audience.

**In addition to developing specific algebraic skills these learning outcomes promote students’ development of quantitative literacy, critical, analytical thinking, data-driven decision-making, excellent communication skills, and lifelong learning and reasoning skills.**

## Prerequisites:

Undergraduate level MA 102 Minimum Grade of B or Math Placement Test 68 or Exception Math Placement E.

## Required Text and Course Materials

*Precalculus Algebra & Trigonometry* MyMathLab **ACCESS is required**. This courseware is available through Canvas with the First Day Access program.

**Calculator policy:** Scientific calculators may be used for homework and quizzes, but **students may not use personal calculators while taking tests**. Every computer has an on-screen scientific calculator available for your use on when testing. It would be to your advantage if you familiarized yourself with the use of the on-screen calculator *before* you have to take a test. You must use the on-screen calculator on your personal computer when testing remotely with ProctorU.

# Course Grading and Policies

## Grading Scale

Students earn their grade in the course by accumulating points. There is a maximum of 1000 points available. Student letter grades are awarded as shown below.

|  |  |
| --- | --- |
| **Number of Points** | **Letter Grade** |
| 880 to 1001 | A |
| 750 to 879 | B |
| 620 to 749 | C |
| 500 to 619 | D |
| Below 500 | F |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade Element** | **Points** | **Quantity** | **Total Points** |
| Intro Discussion | 6 | 1 | 6 |
| Lecture Quizzes | 4 | 13 | 52 |
| Homework | 6 | 13 | 78 |
| Quizzes | 10 | 13 | 130 |
| Discussions | 6 | 6 | 36 |
| Group Problems | 8 | 6 | 48 |
| Tests | 100 | 4 | 400 |
| Final Exam | 250 | 1 | 250 |
| **Total points** |  |  | 1000 |
| **Bonus** |  |  |  |
| Bonus Problem | 8 | 1 | 8 |
| Review for Final | 20 | 1 | 20 |

\*\*Note that 879 points earns you a grade of B, not a grade of A, etc.

## Student Access to Grades

No points are available after Final exam is taken, so students should earn as many points as possible throughout the semester by completing all assignments by the deadline. NO late assignments are accepted or allowed, and no adjustments will be made after Final exam is taken.

All assignment grades will be posted and maintained in the math department database (MADDIE), which can be accessed in Canvas by clicking on **UAB Grade for MA 107** or going to https://secure.cas.uab.edu/mll/db/.

Note that **FINAL GRADES are awarded by TOTAL POINTS EARNED**, NOT by percentages. Percentages give students an idea of how they are doing in the class on a day-to-day basis, but they are constantly changing since they are based on the deadlines as of the current date. Percentages are not rounded.

Homework, Quiz, and Test grades are automatically updated and loaded into the database on a weekly basis. All other grades will be manually entered by the instructor as soon as possible after grading (usually within one week).

## Graded Assignments and Activities Overview

## **Assignments and Activities Descriptions**

**COURSE STRUCTURE -** This course is computer-based, and students must have reliable access to **BlazerNet** so they can work on their assignments in Canvas and MyLab Math. Students must also ensure that they meet each of those system’s requirements.

**Getting Started:** The first thing you must do is access for your on-line course materials.

**Access for a Course in MyLab Math**

All Homework, Quizzes, and Tests for this course are available only in MyLab Math. You have to register for your MyLab Math course from Canvas.

* Log in toCanvas and enter your course.
* Enter the First Day Access tab (left side menu) and click on Launch Courseware or Reveal Access code.
* If an access code is displayed, copy it to your clipboard.
* Do one of the following:
* Select any Pearson link (HW or Quiz) from any module and then select “Open Pearson”.
* Select **Access Parson** tab on the course navigation, and then select “Open Pearson”.
* Agree to the User Agreement.
* Enter the username and password for your existing Pearson student account.
  + If you don’t have a Pearson account, select **Create** and follow the instructions. **Please use your UAB email**.

You have an account if you’ve used a Pearson MyLab or Mastering product, such as MyLab Math, MyLab IT, MyLab Spanish, MasteirngBiology or MasteringPhysics.

* If prompted with purchase options, select the "Access Code" option, and paste your copied access code into the provided boxes. Select **Go to My Courses**.

**More information about First Day Access:**

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 <https://customercare.bncollege.com/hc/en-us>.

If you have recently registered for the course, it may take a few days for your access code to become visible. Be patient and check back in 24 hours. If the issue persists, contact the <https://uab.bncollege.com/customer-service> for assistance.

**Having trouble?**

* Open <https://www.uab.edu/elearning/academic-technologies/first-day-access> (UAB eLearning First Day Access site) for helpful tips.
* Feel free to stop by the Math Learning Lab in HHB 202 for one-on-one assistance.
* Issues with your Pearson account or using MyLab and Mastering? Click here for [Pearson](https://support.pearson.com/getsupport/s/) Support.
* Access code not working or have questions about the First Day Access Program cost or billing? Click here https://uab.bncollege.com/customer-service for the UAB bookstore.

**TROUBLESHOOTING TIPS:**

If you have difficulty accessing your assignments in MyLab Math, try the following steps:

* Close the browser and start over logging into Canvas. You can only access through Canvas.
* Run the Browser check to make sure you have all needed components.
* Try a different browser. Some work better than others (use Google Chrome!)
* Contact Pearson technical support via chat.
* Have a backup plan.
* If the above steps do not work, email your instructor or stop by the Math Learning Lab in HHB202.

**STUDENT EXPECTATION STATEMENT**

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 an acceptable excuse for making mistakes in this class. **To emphasize the importance of knowing the syllabus you must take a Syllabus Quiz before beginning any other assignments. You must score 100% on this quiz in order to continue the course.**

* Students are required to complete weekly assignments. All deadlines are based on Central Time. **There are NO EXTENSIONS of DEADLINES**.
* All students are required to obtain and use the UAB email address that is automatically assigned to them as UAB students. All official correspondence will be sent ONLY to the @UAB.edu email address. The Course Instructor will not accept e-mails sent from e-mails accounts other than UAB.
* Students are expected to check their UAB e-mail daily and respond within 48 hours to instructor emails. Regular communication via e-mail with the Course Instructor is expected. Be sure to include your name, the course and section number in all communications with your instructor.
* Students are expected to devote an average of 8 to 12 hours per week to the assignments.
* Students are expected to participate in **Group Discussions in Canvas.**
* Students are expected to submit **individually written solution to GroupProblems in Canvas under the Assignments button or in the appropriate Module *before the deadline*.** Once a problem is submitted, it will be graded as is. Therefore, students are expected to triple-check their work before submitting it. Canvas will not allow a student to return to a Problem once it is submitted. Therefore, the student must submit only completed problems. **Problems are NOT accepted in e-mail**.
* 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. UAB’s MLL, most public libraries, school libraries, university libraries, etc. have computers with Internet access and are available for use by the public.
* Students are expected to remain in regular contact with the Course Instructor via Canvas and UAB e-mail as well as through participation in the Discussion Board and submission of assignments. The Course Instructor will communicate on the Canvas Announcement page, Discussion Board and/or via UAB e-mail.
* Because instructional materials on the course website may be copyrighted, students may not download materials on the site to their desktops, laptops, or PDAs, or alter or distribute any materials on the course site, unless clearly directed to do so.

**Math Help:** **Math Learning Lab (MLL).** The [Math Learning Lab (MLL)](https://www.uab.edu/cas/mathematics/student-resources/math-learning-lab) in 202 Heritage Hall offers in person tutoring.  Tutors WILL NOT help with graded assignments, solve all of your problems, or work with you for extended periods of time, but they WILL help guide you so that you can complete your work independently.  Be sure to bring your notes, work, and materials.  No appointment is needed, but [Calculus and MA 180 tutors](https://calendar.google.com/calendar/embed?src=qcjfl97lf5j15cg0oae8llirm0@group.calendar.google.com&ctz=America/Chicago&mode=WEEK&gsessionid=OK) are only available at designated times.  The MLL is open Monday-Friday from the first day of class to the last day of class.  Tutoring is NOT available during holidays, breaks, and Final Exam week.  No food or drink allowed except bottled water.

The **University Academic Success Center (UASC)** provides students with a host of free services and resources that include Tutoring and Supplemental Instruction.  For more information, go to <http://www.uab.edu/students/academics/student-success>.

**COURSE MAP**

This course is computer-based, and students must have reliable access to **BlazerNet** so they can work on their assignments in Canvas and MyLab Math. Students must also ensure that they meet each of those system’s requirements.

**CANVAS ASSIGNMENTS** include:

* **Introduction Discussion –** The Introduction Discussion is required and due by the end of the day on **Friday, June 7**. The Introduction Discussion is worth 4 points. Students must upload a photo, answer ALL questions, and respond in a *meaningful* way to at least two other students. More information about grading the Introduction Discussion can be found in the directions in Canvas. This assignment gives students an opportunity to meet each other.
* **Lectures/Quick Quizzes –** Students are required to watch video recorded lectures before they attempt the HW or Quiz. Students can watch the videos as many times as they need to learn the material, can pause their teacher, rewind their teacher, and make sure they actually learn the important concepts. Every lecture is concluded by a short quiz (Quick Quiz). The combined credit for lecture and lecture quick quiz is 4 points (partial credit could also be awarded).
* **Group Discussions –** There are 6 Group Discussions that are required, and each is worth 6 points. Students will be randomly assigned to a different Group each week in Canvas to discuss the current Problem (see schedule for dates). **Students must post over BOTH DAYS** for a **total of at least 3 times**. Meaningful posts include ideas and questions that are specific to solving the Problem. No credit is given for short or one-word posts.

**Students must NOT share their entire solution because this may lead to plagiarism**. Individually written solutions to the Problems must NOT be submitted in the Group Discussion. More information about grading the Group Discussions can be found in Canvas in the Course Information module. This assignment gives students an opportunity to work together to improve their quantitative reasoning ability and conceptual understanding of mathematical ideas.

* **Problems –** There are 6 Problems that are required, and each is worth 8 points. Each week students are required to solve a Problem with the help of their group. Students must READ the Problem and work on it *before* participating in their Group Discussion. Go to the current week’s Module to find the Problem. Each student must submit an individually written solution to each Problem in Canvas in the appropriate week Module by the deadline (see schedule for dates).

Problems may be submitted by attaching your file(s), drawings or diagrams (doc, docx, pdf, jpg, png). **If two or more students have an identical Problem, all will receive a score of 0 since the work must be *individually written*.** Problems CANNOT be sent by email and cannot be submitted any way other than through the Problem link in the current week’s Module.

**There are no extensions or make-ups for missed Problems or Group Discussions.** Students should NOT wait until the deadline to submit their Problems because they run the risk of running out of time or having technical problems. NO late submissions are allowed. More information about grading the Problems can be found in the Course Information Page. This assignment gives students an opportunity to articulate their conceptual understanding of mathematical ideas.

**MyLab and Mastering ASSIGNMENTS** include:

* **Syllabus Quiz –** is the prerequisite for the graded assignments. An unlimited number of attempts are available, and the highest score attained will count. Once you begin the assignment, you must complete it. Students should have a copy of their syllabus and class schedule to use during the assignment. This assignment gives students an opportunity to learn about the course policies and expectations.
* **Homework -** There are 13 homework assignments that are required, and each is worth 6 points. Homework is completed and submitted in MyLab Math (access code required), but a link to the software is located in Canvas. When the homework is submitted or closed in MyLab Math, a score and percentage are given. The UAB score (out of 6 pts) for the homework can be found in Canvas under UAB Grade for MA 107 or online at <https://secure.cas.uab.edu/mll/db/>.

***An unlimited number of attempts can be made on each homework problem*** before the deadline, so students should be able to earn 100% on all homework. If a problem is marked with a red X as incorrect, then the student can click on *Similar Exercise* at the bottom of the page and work another problem correctly for full credit (before the deadline). Students can go in and out of the homework as many times as they like before the deadline (all of the work is automatically saved). Each homework assignment contains media (reading) which students are required to work before answering questions. All homework is available at the beginning of the term, so students may work ahead as much as they like. Students earn full credit for homework completed on or before the due date. **After the due date, students can review homework assignments and work similar exercises, but they can get only 50% credit for the work.**

* **Quizzes -** There are 13 quizzes. Quizzes are completed and submitted in MyLab Math, but a link to the software is located in Canvas. Each quiz is worth 10 points. Once the quiz is submitted in MyLab Math, it is scored and a percentage is given. The UAB score (out of 10 pts) for the quiz can be found in Canvas under UAB Grade for MA 107 or online at <https://secure.cas.uab.edu/mll/db/>.

Students take the quizzes on their own schedule, but they can only earn all quiz points if the quiz is taken on or before the due date. Students must complete the quizzes BY THEMSEVLES without any assistance from another person, but they may use their textbook and notes. The quizzes are timed, and they must be taken in one sitting within 30 minutes. Students cannot exit the quiz or that will count as one of their attempts. Each quiz can be taken a maximum of two times. The higher grade attained will count.

All quizzes are available at the beginning of the term, so students may work ahead as much as they like. There are no extensions or make ups for missed quizzes because the work can and SHOULD BE completed in advance of the deadlines. **However, students can get 50% credit for the late submission.**

* **Practice Tests (Review for test)** are available in MyLab Math. Practice tests do not count towards the course grade, but they are highly recommended as a way to help students prepare for their tests. Students may take the practice tests as many times as they like. The practice tests are also available in the student workbook.
* **Tests -** There are 4 major Tests and cumulative Final Exam. Tests and Final Exam are completed and submitted in MyLab Math, but a link to the software is located in Canvas. Each test is worth **100 points**, and Final exam is worth **250 points**. **All students are REQUIRED to take ALL course Tests and Final exam using remote proctoring services through ProctorU**. There is a charge for this service and an appointment is required. Students who fail to make an appointment at least 3 days in advance will be subject to additional fees. **NOTE THAT STUDENTS ARE RESPONSIBLE FOR PROCTORU TESTING FEES THAT ARE NOT COVERED BY UAB eLearning.  UAB eLearning will NOT cover late fees or convenience testing fees but may cover regular test fees.  Please see the ProctorU Student Information document posted in Canvas under the Course Information module.**

We reserve the right to require a student to re-take a test with ProctorU if any testing inconsistencies or questions of academic integrity arise during the testing session or after the review of the recording by the instructor. Students will be responsible for payment of any fees to retake a Test. Academic misconduct undermines the purpose of education and can generally be defined as all acts of dishonesty in an academic or related matter and will not be tolerated.

Once the test is submitted in MyLab Math, it is scored and a percentage is given. The UAB score (points) for the test can be found in Canvas under UAB Grade for MA 107 or online at https://secure.cas.uab.edu/mll/db/.

Tests have a 50 min time limit, Final Exam has a 120 min time limit, and they must be taken in one sitting. **Students must use the computer scientific calculator during testing. No personal calculators are allowed**. Students may use scratch paper during a test, but no credit is given for work done on the scratch paper. One or more photo IDs will be required for testing.

Students take the Tests on their own schedule, but they must be taken **on or before the deadline**. Students will be able to review their tests in MyLab Math after the deadline has passed or after all students have taken the test.

Students must read the ProctorU info page in Canvas *carefully* and **make sure they have access to a computer with a microphone and a webcam well IN ADVANCE of the test deadline**. They must schedule an **appointment at least 3 days in advance** and should **test their equipment** at that time.

Students may test their equipment by going to  <https://test-it-out.proctoru.com/>

|  |
| --- |
| [Test It Out](https://test-it-out.proctoru.com/)  Test your equipment before you start your exam with ProctorU.  test-it-out.proctoru.com |

**Note that the following Cannot be used for testing with ProctorU:** Chromebooks, Tablets, Linux operating systems, Virtual machines, Windows 10 in S mode, Surface RT.

More details about the technical requirements for ProctorU are found at http://proctoru.com.

**ALL Tests taken with ProctorU require an appointment at least 3 days in advance.** The tests may be taken ANY day and time until the deadline. **Failure to take a Test with ProctorU, power outages, technical issues, student personal problems, and failure to purchase an access code are NOT acceptable reasons for missing a Test deadline.** If students have problems with ProctorU, they should notify the instructor by email as soon as possible.

**Note that the following cannot be used for testing with ProctorU:** Chromebooks, Tablets, Linux operating systems, Virtual machines, Windows 10 in S mode, Surface RT.

**MAKE UP POLICY**: If a student misses 1 test deadline (not including the Final Exam), the Final Exam grade will be used to replace the missed test grade if the **student formally makes a request to do so**. The student must request, complete, and email to instructor a Missed Test Request Form no later than 12:00 pm on the last day of classes. Note that only one missed test grade may be replaced with the Final Exam grade. All students are required to take the Final Exam.

There is no appeal for missed deadlines for Group Problems, Homework, or Quizzes. However, if a student has an unplanned, *emergency* circumstance that temporarily prevents him from participating in the class (such as documented hospitalization), then he should contact the instructor as soon as possible. A request for make-up work will be considered. Travel and/or work-related business do NOT qualify for make-up work.

**Course Completion**: The course is complete once the student takes the final exam. No other points may be earned after the final exam has been taken.

|  |
| --- |
| **STUDENT/FACULTY INTERACTION** |

Interaction will take place via e-mail, Zoom, telephone (in case of emergency), Announcements, Discussion Board, and comments on graded assignments under the Assignments button in Canvas.

The student will participate in this course by following the guidelines set forth in this Syllabus and the Course Schedule, and any additional information provided by the Course Instructor.

Students are expected to remain in regular contact with the Course Instructor and class via Canvas through participation in the Discussion Board and submission of weekly problems. Students are expected to work in assigned groups on the weekly problems, but they must submit individually written papers.

The Course Instructor will communicate on the Canvas Announcement page, Discussion Board, comments on graded assignments under the Assignments button in Canvas, and/ or e-mail. **Personal communication with the instructor should be done through email.** Canvas will be used for student’s deliveries of weekly problems.

The Course Instructor will check e-mails daily and will respond to e-mails containing questions, comments, and concerns within 24 hours on weekdays and a slower response on weekends (OR Emails received after 5 pm on Friday will be returned Monday morning). Include course and section number in the subject line of your email for a faster response48 hours on weekends.

The Course Instructor will check Canvas daily and will respond to postings (weekly assignments, examinations, discussions, etc.) within one week of receiving.

Comments and scores on graded Problems and Group Discussions will be posted in Canvas. Scores will also be seen under UAB Grade for MA 105. Students are expected to review their grades and comments on Canvas assignment within one week of submitting the assignment.

**TECHNOLOGY REQUIREMENTS -** Students must have:

• Access to BlazerNet. Students will link to Canvas and MyLab Math here.

• A UAB email account that can be accessed on a daily basis.

• Email software capable of sending and receiving attached files.

• For TESTING, students must have a **computer with a microphone and a web cam** for remote testing with ProctorU. 

• Ability to send a clear image or scan a document and create a pdf (for submitting handwritten work).

• Access to the Internet with a 56k modem or better.

• 1 GB RAM or better, 2GHz processor or better

• A personal computer capable of running Canvas and MyMathLab. Students who use older or beta browser versions will have compatibility problems with Canvas and MyMathLab.

• Virus protection software, installed and active, to prevent the spread of viruses via the Internet and email. It should be continually updated!

• Internet Access: THIS IS AN ONLINE CLASS. **Students must have access to a working computer and reliable access to the Internet**. Students can use a public library, etc. to ensure they have access, but a private computer with a microphone and web cam is needed for testing. Not having a computer, computer problems, computer crashes, loss of Internet and/or loss of electricity are NOT acceptable excuses for late work, incomplete work, or a request for an assignment deadline extension. **Students are expected to have a back-up plan** in case any of these occur.

**NON-HARASSMENT, HOSTILE WORK/CLASS ENVIRONMENT –** The UAB College of Arts and Sciences expects students to treat fellow students, their Course Instructors, other UAB faculty, and staff as adults and with respect. No form of hostile environment or harassment will be tolerated by any student or employee. In this class we will only use constructive criticism and will work to build a community of lifelong learners.

**HONESTY AND PLAGIARISM -** The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. To ensure this, UAB expects all students to abide by the UAB Academic Honor Code:

**TURNITIN** - UAB reserves the right to use electronic means to detect and help prevent plagiarism. By enrolling at UAB, students agree to have course documents submitted to www.Turnitin.com or other means of electronic verification. All materials submitted to Turnitin.com will become source documents in Turnitin.com’s restricted access database, solely for the purpose of detecting plagiarism in such documents. Students may be required by instructors to individually submit course documents electronically to Turnitin.com.

**LIBRARY SUPPORT -** The Libraries at UAB provide access to materials and services that support the academic programs. The following is a link to the main library (Mervyn Sterne Library) http://www.mhsl.uab.edu/.

**FACULTY EVALUATION –** At the end of each term, students will be notified of the requirement to fill out a Course Evaluation Form (IDEA Survey). These evaluations are completely anonymous and are online for all students. Further information will be posted in the Announcements section in Canvas.

**NOTE: For Course Syllabi posted prior to the beginning of the term, the Course Instructor reserves the right to make changes prior to or during the term. The Course Instructor will notify students, via e-mail or Canvas Announcement, when changes are made in the requirements and/or grading of the course.**

# Course Netiquette:

There are course expectations concerning etiquette on how we should treat each other online. It is very important that we consider the following values during online discussions and email.

* Respect: Each student’s opinion is valued as an opinion. When responding to a person during the online discussions, be sure to state an opposing opinion in a diplomatic way. Do not insult the person or their idea. Do not use negative or inappropriate language.
* Confidentiality: When discussing topics be sure to be discreet on how you discuss children, teachers, and colleagues. Do not use names of people or names of facilities.
* Format: When posting use proper grammar, spelling, and complete sentences. Avoid using ALL CAPITALS. This signifies that you are yelling. Avoid using shortcuts/text abbreviations such as 'cu l8r' for 'See you later.'
* Relevance: Think before you type. Keep posts relevant to the discussion board topic.

# 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](https://www.uab.edu/students/academics/academic-calendar) available online. Review the [Institutional Refund Policy](https://www.uab.edu/students/one-stop/policies/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 [Blazer NET](http://www.uab.edu/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](http://www.uab.edu/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**](https://www.uab.edu/one-stop/policies/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. Review the [**FAQs about the code**](https://www.uab.edu/faculty/resources/academic-integrity-code) for details.

## 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**](https://www.uab.edu/students/accountability/policies/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**](http://www.uab.edu/dss).

## Title IX Statement

The University of Alabama at Birmingham is committed to providing an environment that is free from sexual misconduct, which includes gender-based assault, harassment, exploitation, dating and domestic violence, stalking, as well as discrimination based on sex, sexual orientation, gender identity, and gender expression. If you have experienced any of the aforementioned conduct, we encourage you to report the incident. UAB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources and supports, please visit **the** [**UAB Title IX webpage**](http://www.uab.edu/titleix) 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.

## Technology

Access technical support and view privacy policies and accessibility statements for Canvas and other technologies on the [**Student Academic Technologies website**](https://www.uab.edu/elearning/academic-technologies). Additionally, view information about the [**Minimum System Requirements and Technical Skills**](https://www.uab.edu/elearning/technology-resources).

## Health and Safety

UAB is very concerned for your continued health and safety. Please consult the Students section of [**UAB United**](https://www.uab.edu/uabunited/) for up-to-date guidance because the following information is subject to change as circumstances require.

Know the resources available to you to be successful:

* [**Student Assistance and Support**](https://www.uab.edu/students/assistance/about) 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**](https://www.uab.edu/careteam/) helps find solutions for students experiencing academic, social, and crisis situations including mental health concerns.
* [**Disability Support Services**](https://www.uab.edu/students/disability/about)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**](https://www.uab.edu/students/academics/student-success) provides tutoring, supplemental instruction, and other services that encourage goal achievement and degree completion.
* [**UAB Student Health Services**](https://www.uab.edu/students/health/) delivers comprehensive, high quality, confidential, primary healthcare to students. Student Health provides testing services and vaccination clinics.
* [**Student Counseling Services**](https://www.uab.edu/students/counseling/our-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**](https://www.uab.edu/reporter/resources/be-healthy/item/9404-blazer-created-mental-health-app-puts-wellness-in-student-hands), that is designed to easily access resources on mobile devices and build a self-care plan. [**Kognito**](https://www.uab.edu/uabcares/kognito) is a free, interactive simulation-based platform designed to help you talk with someone when you are worried about your mental health.

* **[eLearning and Professional Studies](https://www.uab.edu/elearning/students" \t "_blank)** provides numerous academic technologies and learning resources for students whose learning may be affected by COVID.

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

* **[UAB Policies for Students](https://www.uab.edu/elearning/policies)**
* [**Student Academic and Support Services**](https://www.uab.edu/elearning/student-services)
* [**Technology Resources**](https://www.uab.edu/elearning/technology-resources)

**DEADLINE DATES**

Work should be completed before deadline dates **but cannot be completed after deadline dates.**

Deadlines for homework, quizzes, and tests are INDEPENDENT of one another.

You do not have to complete homework to take quizzes or tests. (However, it is recommended.)

There are no prerequisites for any of the graded assignments.

Once you take the Final Exam the course is complete, and no additional homework assignments or quizzes will count toward your grade. **You must attempt the Final Exam to complete the course** (even if you have 620 points prior to taking the Final exam).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Homework/**  **Quizzes/Lecture Quizzes** | | | **Discussion/**  **Problem** | | | **Major Tests** |
| No. | Text sections | Date |  | No. | Date |  |
| **1** | F1, F2, F4, 1.1 | 06/08/24 |  |  | **Intro Disc** | Test 1 (HW 1-3) |
| **2** | 1.2, 1.3, 1.4, 1.5 | 06/11/24 |  |  | 06/07/24 | 06/18/24 |
| **3** | 2.4, 2.5, 2.6, 1.6 | 06/15/24 |  |  |  |  |
| **4** | 3.1, 3.2, 3.3 | 06/22/24 |  | **1** | 06/13/24 | Test 2 (HW 4-6) |
| **5** | 3.5, 3.7, 4.1, 4.2 | 06/25/24 |  | **2** | 06/27/24 | 07/02/24 |
| **6** | 4.3, 4.4 | 06/29/24 |  | **3** | 07/11/24 |  |
| **7** | 4.5, 4.6, 4.7,4.8 | 07/06/24 |  | **4** | 07/18/24 | Test 3 (HW 7-9) |
| **8** | 5.1, 5.2, 5.3, 5.4 | 07/09/24 |  | **5** | 07/25/24 | 07/16/24 |
| **9** | 5.5, 5.6, 5.7, 5.8 | 07/13/24 |  | **6** | 08/01/24 |  |
| **10** | 6.1, 6.2, 6.3 | 07/20/24 |  |  |  | Test 4 (HW 10-13) |
| **11** | 6.4, 6.6 | 07/23/24 |  |  |  | 08/03/24 |
| **12** | 7.1, 7.2, 7.3, 7.4 | 07/27/24 |  |  |  |  |
| **13** | 8.1, 8.2 | 07/30/24 |  |  |  | Final (HW 1-13) |
|  |  |  |  |  |  | 08/07/24 |
|  |  |  |  |  |  |  |

**NOTE:** For Course Syllabi posted prior to the beginning of the term, the Course Instructor reserves the right to make changes prior to or during the term. The Course Instructor will notify students, via e-mail or Canvas Announcement, when changes are made in the requirements and/or grading of the course.