

UAB Department of Mathematics
SYLLABUS (MWF)

MA 098 – Review of Basic Algebra

Semester: Fall 2011 **Section:** 1CB **Course ID:** besing18905 **UAB zip code:** 35294

Instructor: Kyle Besing **Instructor email:** kebesing@uab.edu **Phone:** 934-2154

Instructor office hours: Monday 2:00-3:00 pm
Wednesday 1:00-2:00 pm

NOTE: All instructor office hours are conducted in the UAB Math Learning Laboratory (MLL), Room 202 Heritage Hall.

Class meeting times:

Class Meeting Time/Location: Monday and Friday 10:00-10:50 am Humanities Building 312

Lab Meeting Time/Location: Wednesday 10:00-10:50 am Heritage Hall 202

Attendance policy: Attendance at every class meeting and lab meeting is required. Roll will be taken. There are 14 weeks of scheduled class meetings (two class meetings per week for most weeks) and 14 scheduled lab meetings. Students earn up to 10 Participation Points per week toward their final grade for class meetings attended and 5 points for each lab meeting attended. *To earn the Participation Points students must be in the classroom or lab at the start of the meeting and at the end of the meeting.* The following rules apply:

1. Students may not sign the roll for another student. Violation of this policy will result in a grade of F for academic misconduct.
2. If you come late to the class/lab meeting, do not ask to sign the roll.
3. Do not sign the roll if you intend to leave the class/lab early.
4. In case of emergency, students may leave the class/lab without the instructor's permission. Just get the instructor's attention and leave quietly with minimal disruption to the rest of the class.
5. NO participation points can be earned if the student is absent, whether or not the absence is excused. If you are absent on official university business, you can obtain tutoring to earn the participation points. Arrangements must be made in advance of the absence.

Prerequisite. None. (see ACT Math Subscore/GPA Grid in the latest UAB Class Schedule for Math Screening Requirements).

Course Structure: This course is primarily computer-based. All homework assignments are on-line and can be completed either on your own computer or using one of the computers in the UAB Math Learning Lab (MLL in 202, Heritage Hall). **All quizzes must be completed in the MLL (during MLL hours)** anytime before the scheduled deadline. All tests are also done on the computer, but they must be taken in the MLL according to your class schedule during your lab meeting time. **In order to receive credit for homework and quizzes, the work must be done on or in advance of course deadline dates.** See the course schedule for the course deadline dates.

Materials: You must purchase a course ACCESS CODE and the course workbook. You may purchase the access code and the workbook shrink-wrapped together (this is the least expensive way

to purchase the access code and the workbook). You may also purchase the access code and workbook separately.

The workbook is *Review of Basic Algebra, UAB Math 098 Student Workbook*.

You must purchase a course **ACCESS CODE** unless you are repeating the course and the same **online textbook is being used**. The access code comes in a Student Access Kit for MyMathLab that you can purchase as a stand-alone item at www.coursecompass.com or the Student Access Kit with the access code comes shrink-wrapped with the workbook. **You must purchase the Access code and the workbook**. You can purchase these two items separately or you may purchase the access code shrink-wrapped with the workbook.

Getting Started: The first thing you must do is register for your on-line course materials. You cannot complete any assignments until you have registered in CourseCompass. Go to www.coursecompass.com and click the Register button for students. Follow the instructions provided in the MyMathLab handout attached to the back of this syllabus. To register, you will need the following:

1. Your **BlazerID@uab.edu** email address. Every student at UAB is required to have an @uab.edu email address for official university and instructor communications, and for registration in this course. The Math Department standard for the required student login name is your **BlazerID followed by @uab.edu**; for example, if your BlazerID is goblazers, your login name should be goblazers@uab.edu. **USE THIS COMPLETE UAB EMAIL ADDRESS FOR YOUR LOGIN NAME.**
2. The Course ID for this particular section of MA098. Your Course ID is **besing18905**
3. A Student Access Code. This is the access code that you purchase with your text, or that you purchase as a stand-alone item. It comes inside an 8 ½ by 10 inch cardboard package labeled *MyMathLab Student Access Kit*.
4. The zip code for UAB. The zip code is **35294**.

Math Help. Tutoring assistance is available in the Math Learning Lab (MLL) located in **202 Heritage Hall**. The hours of operation are posted on the door and can also be viewed on-line at www.math.uab.edu, under *Math Lab: Hours of Operation*.

Calculator policy. Scientific calculators may be used for homework and quizzes. **Students may not use personal calculators during testing**. Note that all tests for this course are administered in the MLL during your scheduled lab meeting times, and there is an on-screen calculator available for your use when testing. Your instructor will not assist you with the on-screen calculator during a test, so it would be to your advantage if you familiarized yourself with the use of the on-screen calculator in the Math Learning Lab, before you have to take a test.

Course Grades: Students earn their grade in the course by accumulating points. There is a maximum of 1000 points available. Student letter grades are awarded as follows. Students **who use Internet Explorer** can go to info.math.uab.edu to review the status of their grades in the course. Note that **grades are awarded by points earned**.

Grade Element	Points	Quantity	Total Points
Homework	5	14	70
Participation points (per week)	10	14	140
Quizzes	5	14	70
Lab attendance	5	14	70
Tests	130	5	650
Total points			1000

Points Earned	Course Grade
900-1000	A
800-899	B
700-799	C
500-699	D
Below 500	F

Homework: There are 14 homework assignments. For each assignment you can earn up to 5 points, based on your homework score. An unlimited number of attempts can be made on each homework problem. You can go in and out of the homework as many times as you like before the deadline (all of your work is automatically saved). You earn points for homework completed on or before the due date. After the due date, you can review homework assignments and work similar exercises, but you cannot change your score.

Class Meetings: There are 14 weeks of class meetings. For each week's class meetings, you will earn up to 10 Participation Points. Participation Points are earned if you are on time, and if you stay in the classroom for the entire class meeting. See course schedule for the dates of each class meeting. **No participation points are awarded for an absence (excused or unexcused).**

Required Weekly Reading Assignments: For each homework and quiz set, students are required to read the corresponding lesson from the *Ma098 Student Workbook*. For example, for Homework 8 and Quiz 8, students should read Lesson #8 from the workbook **BEFORE** beginning work on Homework 8 and Quiz 8. **Students should read each week's lesson before beginning the corresponding homework and quiz set for that week.**

Class meeting format and participation points will be addressed at the first class meeting.

MLL Attendance: There are 14 lab meetings. For each lab meeting that you attend, you will earn 5 points. Points are earned if you are on time, and if you stay in the lab for the entire meeting. **No points are awarded for an absence (excused or unexcused).**

Students can work on their homework, take quizzes, obtain tutoring assistance, and listen to course video lectures in the MLL. (To watch and listen to computer video lectures, students can bring their own headsets or can check out a headset from the MLL.)

When you come into the MLL, you must log on to the course homework system. To log on, click on the appropriate course box. Then you will be prompted to enter your BlazerID and password.

Quizzes: There are 14 quizzes. Each quiz is worth 5 points. You take the quizzes on your own schedule, but you can only earn the quiz points if the quiz is taken on or before the due date. **Quizzes must be taken in the Math Learning Lab** (any time during the scheduled hours of operation) You must complete the quiz by yourself. You may not obtain assistance from a fellow student or from a tutor, but you may use your textbook and notes for quizzes. The quizzes are timed. Once you begin a quiz you have 30 minutes to complete it. Each quiz can be taken a maximum of two times. The higher grade attained will count.

All quizzes require a **password**, and the passwords are available in the MLL. You cannot exit the quiz or that will count as one of your attempts.

Tests: There are five major tests to be taken. Tests will be taken in 202 Heritage Hall during scheduled computer laboratory meeting times. The tests are timed and are 50 minutes long. **Students are required to keep a government issued photo ID on their desks during testing (UAB student ID, driver's license, etc).**

Make-up policy: No make-ups are allowed for quizzes. There is no appeal for missed lab attendance points, missed homework deadlines or missed quiz dates. If a major test deadline is missed due to a **serious verifiable** circumstance, the student may submit an Appeal Form (available in the Math Department Office in Campbell Hall) to the Math Department Appeals Committee. The completed Appeal Form, along with supporting documentation attached, may be submitted to Room 452 of Campbell Hall. The Appeal Form with supporting documents attached must be received no later than one week after the missed deadline. The appeal will be reviewed by the Director, the course instructor, the course coordinator and the Supervisor of the MLL. The student will receive a prompt reply as to the adjudication of the appeal but should continue working in the course.

Course Completion: The course is complete once the student takes Test 5. No other points may be earned after test 5 has been taken. **You must take Test 5 to complete the course.**

Cell Phones. Student cell phones must be TURNED OFF and PUT AWAY **during ALL class and lab meetings.**

Notebook. Students are required to have a notebook in which they can record class meeting notes, file this syllabus, file instructor e-mail messages, and file other course related information.

Disability Support Services (DSS). DSS offers tutoring and special accommodations to students who qualify. The UAB DSS office is located on the fifth floor of the Hill University Center, telephone: 934-4205, e-mail: dss@uab.edu. Students who have a DSS-approved accommodation for extended test times will take quizzes and tests that have a longer time duration. See your instructor for further information.

Course Description: (3 semester hours). Whole Numbers. Integers. Solving Equations and Problem Solving. Fractions. Decimals. Ratio and Proportion. Percent. Geometry. Polynomials.

Withdrawal: The last day for withdrawing from this course without the payment of full tuition and fees is August 23, 2011. The last day to withdraw from this course with a grade of *W* is October 28, 2011. Students withdraw from a course by completing the appropriate paperwork in the UAB Registrar's Office in the Hill University Center. The signature of the instructor is not required.

Education Technology Services (ETS). ETS is another lab on campus that has the MyMathLab software installed. Students may do **homework** or **review their work** on the computers in ETS when the MLL is closed. Please note that tutors are not available and quizzes may not be taken at ETS. The ETS hours of operation can be found at www.mhsl.uab.edu/ets/.

Registering for a Course in Coursecompass

- I. Go to www.coursecompass.com.
- II. Click on **Register** under Students
- III. Choose one of the following:
 - o Get access to a new course
 - o Continue a course, re-take a course, or switch to a different course section.
- IV. Next
- V. Enter your **CourseID** and click Find Course
- VI. Choose one of the following
 - o Access Code
 - o Buy Now
- VII. Follow the directions to complete your registration.
- VIII. **You must use the following:**
 - A. **Login Name** must be BlazerID@uab.edu
 - B. UAB's zip code is **35294**.
- IX. Questions? Ask your instructor or someone in the MLL.

UAB Department of Mathematics
SYLLABUS

****IMPORTANT FACTS ABOUT MA098****

When you create your account on CourseCompass you must use your BlazerID followed by @uab.edu as your LOGIN name.
Example: If your BlazerID is goblazers use goblazers@uab.edu

Class Meeting Structure:
Class meetings will be held on Mondays and Fridays from 10:00 to 10:50 am .
Lab meetings will be held on Wednesdays from 10:00 to 10:50 am.
Class meetings held in Humanities Building 312 and lab meetings held in 202 Heritage Hall.
See Course Schedule for dates/times.

Ma098 is a 3-hour course, with 1 lab per week and two class meetings per week. The lab hour is scheduled and led by your instructor in the Math Learning Lab (202 Heritage Hall).

Tests will be taken under the supervision of the course instructor during the scheduled lab meeting times in 202 Heritage Hall.
Tests are limited to 50 minutes.
On test days, you must bring a UAB *photo ID, driver's license, or governmentt-issued ID.*
Quizzes must be taken in the MLL. They are limited to 30 minutes.
Homework can be done in the MLL or at home.

Students receive PARTICIPATION POINTS when they attend a complete lecture or lab meeting (arriving on time and staying until the end of class or lab). No Participation Points are awarded for an absence (excused or unexcused).

There are no make-ups for missed deadlines for homework and quizzes. This is because the work should be done IN ADVANCE of the deadline dates.

There is a formal appeal procedure if a student misses a test deadline. Appeals are approved only if there is a serious, *verifiable* circumstance.

Students are required to check their blazerID@uab.edu email address for official course communications.

You must take Test 5 to complete the course with a passing grade (even if you have 700 points prior to taking Test 5).

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 Test 5 the course is complete, and no additional homework assignments or quizzes will count toward your grade. You must attempt Test 5 to complete the course (even if you have 700 points prior to taking Test 5).

Homework/Quizzes			
Assignment	Sections	Points	Due Date
HW1/Q1	R.1-R.3	5	8/30
HW 2/Q2	1.2-1.5	5	9/6
HW3/Q3	1.6-1.8	5	9/13
HW4/Q4	2.1-2.3	5	9/20
HW5/Q5	2.4,2.5	5	9/27
HW6/Q6	2.6,2.7	5	10/4
HW7/Q7	3.1,3.2	5	10/11
HW8/Q8	3.3-3.6	5	10/18
HW 9/Q9	4.1-4.3,4.5	5	10/25
HW10/Q10	4.6,4.7	5	11/1
HW11/Q11	5.1,5.2	5	11/8
HW12/Q12	5.3,5.4	5	11/15
HW13/Q13	5.5,5.6	5	11/22
HW14/Q14	6.1,6.2	5	11/29

Tests			
Assignment	Related HW/Quiz Assignments	Points	Due Date
Test 1	HW1-3, Q1-3	130	9/14
Test 2	HW 4-6, Q4-6	130	10/5
Test 3	HW7-8, Q7-8	130	10/19
Test 4	HW9-10, Q9-10	130	11/2
Test 5	HW11-14,Q11-14	130	11/30