Cover Sheet: Request 10838

MAC1105 Basic College Algebra

Info

Process	Course|Modify|Ugrad/Pro
Status	Pending
Submitter	Knudson,Kevin P kknudson@ufl.edu
Created	3/7/2016 3:21:00 PM
Updated	3/10/2016 8:18:34 AM
Description	Credits: 3.
	Online entry-level algebra course for college students. (M)

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CLAS - Mathematics 011613000	Cenzer, Douglas A	This will help place students in the appropriate course.	3/7/2016
Added eichler-b.mac1105.dual_.enroll.spring.1.21.16.pdf					3/7/2016
College	Approved	CLAS - College of Liberal Arts and Sciences	Pharies, David A		3/10/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			3/10/2016
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 10838

Info

Request: MAC1105 Basic College Algebra
Submitter: Knudson,Kevin P kknudson@ufl.edu
Created: 3/7/2016 3:21:01 PM
Form version: 1

Responses

Current Prefix
Enter the current three letter code (e.g., POS, ATR, ENC).

Response:
MAC

Course Level
Select the current one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).

Response:
1

Number
Enter the current three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles.

Response:
105

Lab Code
Enter the current lab code. This code indicates whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

Response:
None

Course Title
Enter the current title of the course as it appears in the Academic Catalog.

Response:
Basic College Algebra

Effective Term
Select the requested term that the course change(s) will first be implemented. Selecting "Earliest" will allow the change to be effective in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's expectations. Courses cannot be changed

retroactively, and therefore the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires at least 6 weeks after approval of the course change at UF.

Response:
Earliest Available

Effective Year
Select the requested year that the course change will first be implemented. See preceding item for further information.

Response:
Earliest Available

Requested Action
Indicate whether the change is for termination of the course or any other change. If the latter is selected, all of the following items must be completed for any requested change.

Response:
Other (selecting this option opens additional form fields below)

Change Course Prefix?

Response:
No

Change Course Level?
Note that a change in course level requires submission of a course syllabus.

Response:
No

Change Course Number?

Response:
No

Change Lab Code?
Note that a change in lab code requires submission of a course syllabus.

Response:

No

Change Course Title?

Response:
No

Change Transcript Title?

Response:
No

Change Credit Hours?
Note that a change in credit hours requires submission of a course syllabus.

Response:
No

Change Variable Credit?
Note that a change in variable credit status requires submission of a course syllabus.

Response:
No

Change S/U Only?

Response:
No

Change Contact Type?

Response:
No

Change Rotating Topic Designation?

Response:
No

Change Repeatable Credit?
Note that a change in repeatable credit status requires submission of a course syllabus.

Response:
No

Change Course Description?
Note that a change in course description requires submission of a course syllabus.

Response:
No

Change Prerequisites?

Response:
Yes

Current Prerequisites

Response:
none

Proposed Prerequisites

Response:
Completion of ALEKS placement exam prior to registration

Change Co-requisites?

Response:

No

Rationale

Response:
CLAS advising center has gathered data showing that students who do not take the placement exam have a high non-success rate (<C or W). Placement exam prior to advising/registration will assist in proper placement during Preview and preregistration.

SYLLABUS

COURSE INTRODUCTION

MAC 1105, College Algebra, is a review of Algebra designed to prepare students for MAC1140 or MAC1147. This course qualifies for both GenEd and Gordon Rule credits.

Prerequisites: None

Credits: 3

Course Content: Solving inequalities, linear and quadratic equations; complex numbers; polynomials; graphs; rational functions; logarithmic and exponential functions.

This is an **ONLINE COURSE – all content is delivered online**. Students view 25 lectures online, complete online homework and quizzes using publishers' software MyMathLab. Students are required to post questions or answers on the discussion board every week. Three Unit Exams, a MakeUp, and the Final are administered during the term. The course management system used for this class is Canvas.

The course is divided into 25 Modules, which are assembled into 3 units:

Unit 1:	Module 1 – Module 7
Unit 2:	Module 8 – Module 15
Unit 3:	Module 16 – Module 24

Extra Credit: Module 25

Final Exam: Module 1 – Module 24

CONTACT INFORMATION

Canvas: https://ufl.instructure.com/

Course Coordinator: Mr. Ankush Goswami
       Office: LIT 465
       Virtual Office Hours: Conducted via conferences in Canvas
        E-mail: ankush04@ufl.edu

MAC 1105 Course Calendar

For a detailed calendar please follow the Calendar on Canvas or the Calendar inside MyMathLab. These calendars will keep you updated with the availability or due dates of assignments for this course. A basic calendar, however is provided below.

Monday	Tuesday	Wednesday	Thursday	Friday
1/4	1/5 Classes begin	1/6	1/7	1/8
1/11	1/12	1/13	1/14	1/15
1/18 No Class	1/19	1/20	1/21	1/22
1/25	1/26	1/27	1/28 **Exam 1**	1/29
2/1	2/2	2/3	2/4	2/5
2/8	2/9	2/10	2/11	2/12
2/15	2/16	2/17	2/18	2/19
2/22	2/23	2/24	2/25	2/26
2/29 No Class	3/1 No Class	3/2 No Class	3/3 No Class	3/4 No Class
3/7 **Exam 2**	3/8	3/9	3/10	3/11
3/14	3/15	3/16	3/17	3/18
3/21	3/22	3/23	3/24	3/25
3/28	3/29	3/30	3/31	4/1
4/4	4/5	4/6	4/7 **Exam 3**	4/8
4/11	4/12	4/13	4/14	4/15
4/18	4/19	4/20 (Makeups) Classes end	4/21	4/22
FINAL EXAM is on Saturday, April 23rd (see schedule in Canvas) Discussion Board (DB) posts are numbered. Each DB post is open for one week. **Check-Up Exams are closed at midnight on the day preceding the Exam				

<div align="center">**COURSE MATERIALS**</div>

Textbook: Title: College Algebra
                     Authors: Lial, Hornsby, Schneider, Daniels
                     Publisher: Pearson Education
                     Edition: 11th edition

MyMathLab
You are required to use MyMathLab to do your homework, quizzes and exams.
IMPORTANT: The MyMathLab software has College Algebra textbook (e-book) built in it.
You have TWO options of viewing the textbook:
1. You can access the College Algebra e-book available in MyMathLab.
2. A hard copy of the College Algebra textbook can be purchased at the Campus bookstores:
College Algebra & MyMathLab Student Access Code Card, 11th edition by Lial
ISBN: 9781323028537

Student Guide & Lecture Notes: contains the most important information about the course and is available for purchase at Target Copy: 1412 W University Ave, Gainesville, FL 32603. It includes:

• Syllabus	• Sample Exams
• Course Calendar	• Lecture Notes
• Learning Objectives	

As an alternative to buying the student guide and lecture notes from Target Copy, you can download and print them out from each module page or from the Files tab in the left-hand navigation in Canvas. It is important that you should have a hard copy of the lecture notes in order to follow the online lecture presentations.

TECHNOLOGY

Canvas is the hub of the course. It's where you will access the lecture videos, view your grades, or post your course questions in the Discussion Boards. It is run by UF, and you will need your gatorlink ID and password to access it. The website address https://ufl.instructure.com/

MyMathLab is where the actual Math is done. Here you'll do your homework, quizzes, CheckUp exams, and Exams. It is run by Pearson, the publisher of your textbook. **To access MyMathLab, click on the MyLab and Mastering tab in the left navigation bar in Canvas**. You will need to register upon first entering the site.

LECTURE PRESENTATIONS

Viewing lecture presentations is an important aspect of learning process. You will access the lecture videos from the corresponding Module in Canvas. It is important that you should have a hard copy of the lecture notes to follow the presentations. The lecture notes could be printed out from the corresponding Module or under the Files tab in Canvas or purchased at Target Copy (see Course Materials above). You should view the entire lecture, read the textbook, and then take the **WarmUp quiz in MyMathLab**.

DISCUSSION BOARDS

Each week you will be required to post a comment or a specific question you found challenging or interesting from the modules covered that week. The deadlines for the discussion board posts can be found in the Calendar and Due Dates. There is a maximum of 5 points to be earned from the discussion boards each week for a total of 70 points.

ASSIGNMENTS

How to get started – Introduction Assignments: You should log in to Canvas and click on the Start Here page. Begin with viewing the Introduction videos and reading the Course Syllabus. You have two assignments to complete in Canvas: an **Introduction to Course Discussion Board Post** and an **Introduction Quiz**. The discussion board post is worth 5 points and the introduction quiz is also out of 5 points. Your next step is taking the **Syllabus Test in MyMathLab**. The syllabus test is out of 7 points. After completing the introductory part, you are ready to move to the main content: Module 1 – Module 24.

Modules in Canvas: The links to Modules are arranged according to units in Canvas. Unit 1 covers Modules 1 – 7, Unit 2 covers Modules 8 – 15, and Unit 3 covers Modules 16 – 24. On a module page, you will find complete information on the content and things you need to do. **The homework, quizzes, and exams are given in MyMathLab**.

You are supposed to work on each Module in the following way: click on the Module in Canvas, read the objectives covered, look through To Do List, view the lecture presentation, and read the corresponding sections in the textbook. Then click on the MyLab and Mastering tab in Canvas to access MyMathLab, take the WarmUp Quiz on this lecture, complete your homework, and then take the Module Quiz. (To work in the right order in MyMathLab, click on "MyMathLab All Assignments" and then on "Show All" to see all open assignments.)

WarmUp & Homework in MyMathLab: Each assignment in MyMathLab is numbered according to the Lecture/Module. For example, L2 corresponds to Lecture/Module 2.
A **WarmUp** Quiz tests you on the knowledge of the material from the lecture and the textbook. It means that you should really learn the material. **Each WarmUp is out of 2 points and you have 3 attempts to complete it** – the best attempt counts**.** A maximum of 48 points can be earned on the WarmUps. The WarmUp is a prerequisite to the corresponding homework. In MyMathLab the prerequisites show up when you point the cursor at the flag next to the assignment on the assignments page.

Each **Homework** assignment consists of a list of problems and is worth 5 points. **The credit for a homework assignment will be given according to the percent value of the work completed.** The "passing score" for proceeding to the Module quiz is 80%.
NOTE 80% on a homework assignment will <u>not</u> give you the full credit of 5 points for this assignment but only 4 points. To get the full credit, you have to complete 100%.

There will be 24 homework assignments offered. Thus, a maximum of 120 points can be earned on the homework. **The warmup assignments and homework stay open all semester: you are allowed to work for a credit after the deadline up to April 20ᵗʰ at 11:59 pm, even if they say past due.** However, we recommend completing at least 80% of the homework <u>before the due date</u> in order to take a 5-point Module Quiz. **A 5-point Module Quiz will be closed for good after the deadline.**

NOTE: <u>If you missed a due date for a Module</u>, go to the next Module so that you do not fall behind in the course. You can return to the previous Module later and work on the WarmUp and homework.

MyMathLab homework/quizzes open MORE THAN A WEEK before the deadline. They will be graded by the software and you will see your score immediately after submitting your work. You will have 3 attempts on each problem in the **homework**; however, if all attempts are used and you wish to receive a credit for the problem, you can click on "Similar Exercise" and get a "fresh" problem up to 3 times.

<u>Module Quizzes:</u> You will take a Module Quiz in MyMathLab after you complete at least 80% on the Homework. **Each quiz is worth 5 points**. Quizzes cover the same material as the homework and will include problems similar to the ones in the homework. There will be 5 – 10 problems given for a 30-minute period of time and the <u>better</u> of two attempts will count. We offer 24 quizzes; however, only 20 quizzes will count towards your grade (your 4 lowest scores will be dropped). Thus, a maximum total score earned on the Module Quizzes in MyMathLab is 100 points.

<u>Makeup Policy on Quizzes</u>: If you have a <u>legitimate documented reason</u> for not meeting the deadline on a MyMathLab Module Quiz, you have to contact Mr. Goswami <u>prior</u> to the event in order to make up the missing Module (see the contact information on the first page of the current syllabus).

<u>We do not accept any late excuse documentation</u>. Quizzes, Homework, and Exams will not be reopened, reviewed, offered, or graded after April 20th. You have to immediately report to Mr. Goswami (<u>ankush04@ufl.edu</u>) any problem with your assignments.

<u>Extra Credit:</u> Module 25 assignments are purely for extra credit. These assignments are available throughout the semester and will close on **April 20th**. The scores from the assignments in this module will be added to the total in the corresponding category.

If you are experiencing a problem with login, registration, or working on MyMathLab assignments, please contact Pearson's MyMathLab Technical Support Team by calling 1-800-677-6337.

UNIT EXAMS AND MAKE UP

1. **You will take your exams on the dates indicated in the Calendar.** Unit exam duration is 60 minutes. You must register with ProctorU for each exam at least 4 days prior to the exam date.

2. The unit tests are offered in MyMathLab. Each Unit Exam contains 20 four-point problems. A maximum of 80 points can be earned on a unit exam or Make Up. You will see your score immediately after submitting the test and you will be able to review your test any time after the day of the exam by going to <u>MyMathLab Gradebook and clicking on Review next to the exam</u>.

3. **Make up Policy for Unit Exams:** Each unit test will be offered at the end of the semester on April 20th, as indicated in the Calendar. On that day, you may take <u>one</u> of the three unit tests. If all three unit tests were taken, you may "retake" <u>one</u> test and the **better grade** on that unit (retake or original) will count. No document/signing up is required for the Makeup on April 20th.

4. **Caution**: If you take more than one Makeup exam, none of your Makeup exam scores will count towards your grade.

If you miss a Unit test due to <u>legitimate documented circumstances</u> and wish to make it up before April 20th to save the MakeUp for another test, contact Mr. Goswami immediately. <u>Late excuse documentation will not be accepted</u>.

Final Exam: On **Saturday**, **April 23rd**, a comprehensive Final Exam will be given. It consists of 25 multiple choice, 4-point questions for a total of 100 possible points. <u>The Final Exam is mandatory</u>. You must register for the exam with ProctorU at least 4 days in advance of the Final Exam.

CheckUp Exams: There will be three CheckUp Unit Exams and a CheckUp Final offered online to help you to get ready for the actual exam. Each CheckUp will become available a week prior to the actual exam date and **closed at the midnight of the day preceding the exam**. The CheckUp Exams are designed to help you to actively review the material. Each CheckUp exam is worth 15 points and can be taken only once. A CheckUp exam contains 30-50 multiple choice questions for a 120 minute time interval. A maximum of 60 points total can be earned on the CheckUp Exams. We recommend taking a CheckUp earlier to have enough time for the review, which you can access by going to the MyMathLab Gradebook and clicking on Review next to the CheckUp.

COURSE GRADE

Course Grade: The course grade is based on 750 points accumulated as follows:

1	Introduction Quiz	@ 5 points	5
1	MyMathLab Syllabus Test	@ 7 points	7
24	WarmUp Quizzes	@ 2 points	48
24	Online Homework	@ 5 points	120
20	Online Quizzes	@ 5 points	100
14	Discussion Board Posts	@ 5 points	70
3	Unit Exams	@ 80 points	240
1	Final	@ 100 points	100
4	Check-Up Exams	@ 15 points	60

Total Score: **750 points**

The course grade is the grade satisfying the conditions below and will be <u>strictly</u> adhered to:

Passing Grades		
675 – 750	A	90% –100%
645 – 674	A-	86% – 89.9%
615 – 644	B+	82% – 85.9%
585 – 614	B	78% – 81.9%
555 – 584	B-	74% – 77.9%
525 – 554	C+	70% – 73.9%
495 – 524	C	66% – 69.9%

Non-passing Grades		
465 – 494	C-	62% – 65.9%
435 – 464	D+	58% – 61.9%
405 – 434	D	54% – 57.9%
375 – 404	D-	50% – 53.9%
below 375	E	< 50%

<u>**Satisfactory/Unsatisfactory Option:**</u>
S   at least 66 %:   Approval of S/U option must be obtained from Mr. Goswami.
U   less than 66 %: Gordon Rule is <u>not</u> fulfilled with S/U option
<u>Grade I</u>: The grade of "I" (Incomplete) is <u>never</u> used to avoid an undesirable grade. It is used <u>only</u> if a student has completed all term assignments and got a passing grade in class but is missing the final exam

due to illness or extenuating circumstances. A student must sign a form with Mr. Goswami to receive an "I" in the course.

Calculator Policy: A **scientific calculator may be required** for some homework and MyMathLab problems but is **not allowed** on the Exams.

Make up policy: All make ups in the course are given only on legitimate and documented reasons. NO late documentation will be accepted. NO makeups will be given at the end of the term.

SPECIAL ACCOMMODATIONS

Students with learning disabilities requesting accommodations on homework, quizzes, and exams must first register with the Dean of Students Office. The Dean will provide the student with documentation, which must be turned in to the course coordinator Mr. Goswami **during the first two weeks of the semester**.

ACADEMIC HONESTY

The University of Florida expects students to be honest in all of their university classroom work. Please remember to commit yourself to academic honesty with the pledge:
"We, the members of the University of Florida Community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."
The Math Department expects you to follow the academic honesty guidelines. Matters of violations of academic honesty are adjudicated by the Student Honor Code.

HELP

Please refer to the **UF Computing Help Desk** with all problems relating to the **computer usage.**

In addition to participating in the discussion boards, attending your instructor's office hours, and using tutorial features in MyMathLab, the following aids are available:

(a) Smart Thinking: Free tutoring is available for all UFO students at https://services.smartthinking.com. Your username is your UF email and the password is "gators". Be sure to change your password once you have logged in.

(b) Private Tutors: If, after availing yourself of these aids, you feel you need more help, you may obtain from the Mathematics Department Office (358 Little) a list of qualified tutors for hire. This list is also posted on the department web page www.math.ufl.edu

ONLINE COURSE EVALUATION

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu.