Math 112 Section 002
College Algebra Concepts and Applications
Course Policy – Online Summer Pre-Session 2015

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Online Office Hours: Daily 1:00pm-3:00pm (MST) except Saturdays and May 24-25

MyMathLab Instructor's Course ID: shahar00068

Required Materials:

MyMathLab access code for *College Algebra, 2nd edition* by Kirk Trigsted.
Class Notes for Math 112 – Available in D2L
Graphing calculator (see below for specific details).

Main websites: http://d2l.arizona.edu
http://www.mymathlab.com
http://math.arizona.edu/~algebra/math112/.

Course Objectives*

- To help students improve basic algebra skills by way of an integrated review of these skills as they are needed in the course.
- To promote problem-solving and critical thinking skills through the application of algebraic concepts to common situations.
- To enhance learning and understanding of algebraic concepts through the integrated use of graphing calculators.
- To promote and utilize the "Rule of Four": All concepts are explored algebraically, numerically, graphically and in context with applications.
- To incorporate writing into the curriculum.
- To provide a sufficient algebra background for Math 113, Math 116, and Math 163/263.
- To help strengthen students' general academic skills.

* More specific objectives are listed in the Class Notes

Attendance/Administrative Drops

There are no mandatory class "meetings." However, students are expected to be working on coursework on a daily basis. Actions that may result in an administrative drop from this course include failing to sign up for MyMathLab by May 20, 2015, or missing more than 5 assignments. If you need to miss classwork for unavoidable circumstances, notify your instructor as soon as possible. All holidays or special events observed by organized religions will be honored for those students who show *affiliation* with that particular religion. Absences pre-approved by the UA Dean of Students will be honored.

Academic Integrity

Students are responsible to inform themselves of University policies regarding the Code of Academic Integrity. Students found to be in violation of the Code are subject to penalties ranging from a loss of credit for work involved to a grade of E in the course, and risk possible suspension or probation. The Code of Academic Integrity will be enforced in all areas of the course, including, but not limited to, homework, quizzes, and tests. For more information about the Code of Academic Integrity policies and procedures, including information about your rights and responsibilities as a student, see the following website:
http://deanofstudents.arizona.edu/sites/deanofstudents.arizona.edu/files/code_of_academic_integrity.pdf.

Classroom Conduct

Students at The University of Arizona are expected to conform to the standards of conduct established in the Student Code of Conduct. Prohibited conduct includes:

1. All forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Interfering with University or University-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
3. Endangering, threatening, or causing physical harm to any member of the University community or to oneself or causing reasonable apprehension of such harm.
4. Engaging in harassment or unlawful discriminatory activities on the basis of age, ethnicity, gender, handicapping condition, national origin, race, religion, sexual orientation, or veteran status, or violating University rules governing harassment or discrimination.

Students found to be in violation of the Student Code of Conduct are subject to disciplinary action. For more information about the Student Code of Conduct, including a complete list of prohibited conduct, see the following website:
http://azregents.asu.edu/rrc/Policy Manual/5-308-Student Code of Conduct.pdf

Calculators
A graphing calculator (TI-83, 84, or 86) is required for this course. Calculators that perform symbolic manipulations (such as the TI-89 or TI-92 or certain TI-Nspire CAS) cannot be used. For in-class exams, quizzes, and the final exam, the only program allowed in your calculator is the QUADRATIC FORMULA program found in the Class Notes.

MyMathLab
The course textbook and several graded components for Math 112 are found in MyMathLab. MyMathLab can be accessed through the University of Arizona's D2L website (http://d2l.arizona.edu). Students will need to purchase access to MyMathLab. This can be done by one of the following two methods:

1. Purchase access using a credit card or PayPal account.
2. Purchase an access code from the University of Arizona bookstore.

Students may only **register for MyMathLab** by enrolling through http://d2l.arizona.edu. When registering for MyMathLab, students will need to enter a valid email address and password. If you have previously used a MyMathLab (or other My Labs) product, you should use your previous login credentials. If you have not used a MyMathLab product before, you are **STRONGLY** encouraged to use your University of Arizona email address.

Homework
There are 3 components to homework: Reading Assessments, MyMathLab Homework, and Written Work. Late homework is generally not accepted. Students who register for the class after the first class meeting may not be able to make up missed assignments. Exceptions may be considered by the student's instructor.

1. Reading Assessment Assignments (20 course points)
   There will be 23 reading assessment assignments this semester, posted in MyMathLab. These assignments are scheduled to be completed **BEFORE** the instructor covers the material and are due by 11:59 PM (MST) on the due dates. Students are required to read the material in the textbook and answer a few questions about the reading. The lowest 3 Reading Assessment assignments will be dropped, and the remaining assignments will be averaged and scaled to 20 points in the course.

2. MyMathLab Assignments (40 course points)
   In addition to the 23 reading assessments, there will be 23 online homework assignments this semester, posted in MyMathLab. These assignments are scheduled to be completed **AFTER** the instructor covers the material and are due by 11:59 PM (MST) on the due dates. The lowest 3 MyMathLab assignments will be dropped, and the remaining assignments will be averaged and scaled to 40 points in the course.

   I suggest students write out the solutions for MyMathLab as they would for written homework to get in the habit of truly solving problems. Trying to guess the correct answer without working through the problem is a poor way to learn the material.

   Contact me via email as soon as possible if you are having technical difficulties with MyMathLab. If you do not let me know within what I deem to be a reasonable amount of time, I may choose not grant requests related to technical difficulties.

3. Written Work Assignments (40 course points)
   In addition to the 23 reading assignments and 23 MyMathLab assignments, there will be 23 written work assignments, posted in D2L under the content tab. Written homework is due by 3:00pm (MST) on the due date. The lowest 3 Written Work assignments will be dropped, and the remaining assignments will be averaged and scaled to 40 points in the course.

   Written work assignments generally consist of two questions from each section and will relate to the material covered in the Class Notes packet. Each question will be provided on a pre-formatted sheet that will have space for the answer as well as space to check your work. You are encouraged to print the assignment and handwrite all work on the printed assignment. If you choose not to print out the assignment, your work must be neatly written on your own paper. Once your homework is completed, you will need to scan the document and upload a pdf version to the appropriate homework dropbox in D2L. If you do not have access to a scanner, a smart phone with an appropriate app can produce a high-quality scan. iPhone users may want to use *TurboScan*, while Android users may want to use *CamScanner*. Students are encouraged to create a draft of their solutions separately before submitting their final draft. Since there are only two questions assigned per section, each student should submit work that is of high quality.

While students are permitted to work together on their written work, the work submitted must be one's own. You should both understand the solutions you turn in and write the final solutions by yourself. Copying work from another student will not be tolerated. Students who copy another person's work are violating the university's Code of Academic Integrity and may be subject to penalties described in the Code.

Students are expected to complete the following procedures to receive full points on their written work assignments.

- Show and clearly explain an algebraic method used to solve the problem. Proper mathematical notation should be used and the student's work should be neat and well-organized in the final draft that is submitted. Points will be awarded for correctness and completeness. Simply giving an answer is not acceptable and will receive little or no credit.
- Clearly indicate the final answer.
- Check the solution by using an alternative method to solve the problem or by rigorously examining the solution for validity. Some of the points for each assignment will be allotted for checking one's work. See the Class Notes packet for information and guidelines on checking work.

You may receive a zero on any assignment for which you do not follow these rules:

- Submit your homework on time. The dropbox will close at 3 PM (MST) on the due date, so make sure you upload the file prior to that time. No late homework is accepted!
- Submit your homework as a pdf file. Do not submit your homework as a .jpeg, .png, .gif, .doc, or any other file type.
- Make sure you review the files before uploading them to ensure they are legible. Illegible files will receive a score of zero.
- Do not cross out. Do not write in pen.

MyMathLab Tests

There are four online tests, posted in MyMathLab, that cover certain topics in the course. Prior to completing each online test, students will have an opportunity to work through an **optional** practice tests. The online tests will be open for a period of about 3 days and have a 2-hour time limit. Students will have one attempt on each MML test and each test must be completed in one session. Each test will be worth 25 course points, for a total of 100 points for all four MyMathLab tests.

Exams

There are two midterms worth 150 points each. Midterm 1 will be given on **Tuesday, May 26, 2015**. Midterm 2 will be given on **Monday, June 1, 2015**. The comprehensive Final Exam will be given on **Saturday, June 6, 2015**. Please put all of these dates in your calendar immediately. Issues related to the grading of the exam need to be discussed within 48 hours of the exam being returned to the student.

Students are expected to take all exams as scheduled. There are two options for test taking during this summer term**.**

1) Students may take the exams in person on the day and time scheduled. The room for each exam will be announced on D2L.

2) If a student can guarantee the following:

- Reliable, fast internet access.
- Computer with microphone and video camera for exam proctoring.
- Willing to pay an additional fee of approximately $20-50 per test (there are 3 this term) for online proctoring.

then the student is eligible to request online proctored exam(s). Students who choose to request online proctored exams will need to register with ProctorU by May 20th.

Students are **required** to fill out the D2L Quiz called "Exam Proctoring Selection" by May 19, 2015 letting their instructor know which option they choose. Failure to fill out the D2L Quiz May 19, 2015 may result in a student being dropped from the course.

Study aids for the midterms and final will be posted as PDF documents on the Department of Mathematics college algebra website (http://math.arizona.edu/~algebra/math112).

Missed Exams

If a verifiable emergency arises which prevents you from taking an exam at the regularly scheduled time, you must notify your instructor as soon as possible. Students who fail to notify their instructor within 24 hours after the test has been given may receive a grade of zero on the exam. Make-up exams will be administered only at the discretion of the Mathematics Department and/or the instructor. If a student is allowed to make up a missed exam, (s)he must take it at a mutually arranged time. No further opportunities will be extended.

Failure to contact the Mathematics Department and/or instructor as stated above or inability to produce sufficient evidence of a real emergency will result in a grade of zero on the exam.

Students with Disabilities
If you anticipate issues related to the format or requirements of this course, please meet with your instructor to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; drc.arizona.edu) and notify your instructor of your eligibility for reasonable accommodations by Tuesday, May 19. You will then be able to work with your instructor to plan how best to coordinate your accommodations.

Grades

Common Midterm 1	150 points
Common Midterm 2	150 points
MML Tests	100 points
Homework (Reading Assessments)	20 points
Homework (MyMathLab)	40 points
Homework (Written Work)	40 points
Final exam	200 points
Total possible points	700 points

You are Guaranteed a Grade of:
A if you earn at least 630 points (90%)
B if you earn at least 560 points (80%)
C if you earn at least 490 points (70%)
D if you earn at least 420 points (60%)

Please note that neither exam scores nor final grades will be curved. No extra credit or bonus points are offered in this course.

A grade of Incomplete will be given only at the instructor's discretion, according to University Policy as described at http://www.registrar.arizona.edu/gradepolicy/incomplete.htm

Withdrawal
A student may withdraw from the course with a deletion from record through May 19, 2015, using UAccess. A student may withdraw with a grade of "W" through May 21, 2015, using UAccess.

Using Math 112 as a Prerequisite for Other Courses
The Undergraduate Committee of the Department of Mathematics has adopted a policy that a grade of C or better in Math 112 is a necessary prerequisite for Math 122A/B (Calculus I). This policy took effect in the Fall 2010 semester. Students who receive a D in Math 112 will receive credit for the course towards graduation requirements, and will be able to use the course for their general education math requirement or as a prerequisite for Math 113, 116, 163, 263, or 302A, but will not be automatically qualified to register for Math 122A/B. Students may always exercise the option of taking the math placement tests to achieve placement into Math 122A/B.