

Course Syllabus



MAC 1105C. 001: College Algebra

Mathematics, College of Sciences 3.0

Instructor	Section
<p>Name:</p> <p>Office:</p> <p>Office Hours:</p>	<p>Course: MAC 1105C College Algebra – Modality Face to Face Instruction (P) – Attributes Personalized Adaptive Learning</p> <p>Term: Spring 2019</p> <p>Classroom: MSB 240/241/242</p> <p>Section:</p>

Graduate Teaching Assistant	
Office Hours	Office

Course Description: GEP courses in mathematics are designed to develop critical thinking as well as quantitative decision making skills. College Algebra (MAC1105), a foundation course, is designed to familiarize a student with fundamental mathematical concepts so that the student can think logically and will be able to apply different strategies to solve a variety of real life problems through algebraic tools. This mission supports the university goal to offer the best undergraduate education available in Florida. PR: Appropriate score on the UCF Math Placement exam, or MAT 1033C with a “C” (2.0) or better, or C.I. Inequalities. High degree polynomials. Graphs, rational, logarithmic, and exponential functions. Systems of equations.

Course Goals: This course is designed to familiarize the student with such fundamental mathematical concepts as polynomials, linear and quadratic equations, exponential functions, and logarithmic functions.

General Education Program - Mathematics Foundation: Students will prepare to be well-informed citizens who can reason and can apply analytical, statistical, and computational methods to the challenges of a globally-diverse and technologically rich environment. This part of the GEP is designed to familiarize students with fundamental problem solving concepts, frameworks, and paradigms that will equip them to logically solve a variety of real world problems. Courses which utilize problem solving stress the development of critical thinking skills as well as students’ decision making skills

Learning Outcomes:

- Apply Algebra techniques (evaluate, simplify, solve, transform, verify)

- Solve various types of equations and inequalities (linear, quadratic, rational, irrational, logarithmic, exponential)
- Understand the concepts of a function (apply definition, identify domain and range, use function notation)
- Build new functions from existing functions (understand relationship between a function equation, table and a graph. Identify sketch key points)
- Model and solve real world problems
- Acquire general education understanding and its connection to math

Required Materials:

1. **ALEKS 360 code College Algebra 2nd Edition by Julie Miller.** Temporary financial aid access code valid for two weeks will be provided (in Webcourses – ALEKS Module), in case of need, to help you start working until you purchase your own code.

Code can be purchased at the UCF bookstore or directly from the course website, more information is available during first class and in Webcourses. You will also need to know your myUCF log in information. We will access ALEKS from Webcourses@UCF using a single sign on feature. Your instructor or graduate teaching assistant won't handle issues due to purchasing wrong materials from other places or online stores.

2. **Four new 8.5"×11" Bluebook or greenbooks** (books must be blank i.e. nothing written). They will be used for testing.

They can be purchased at UCF bookstore or at a vending machine outside MALL or acquired from UCF Student Union. Please get them in advance and don't wait till test day.

3. **Ti-30XA calculator.** Only the TI-30XA will be supplied on tests. It will not be supplied at any other time.

It is best if you buy a Ti-30XA and practice with it. Proctors are not allowed to answer your questions about calculators use during tests. Also we can't help you with using any other calculator.

4. **Regular notebook** (spiral-bound, binder) to keep neat and organized work.

5. **UCF ID**

Course Activities & Submissions

To accomplish the student learning outcomes, the following assignments are required: Weekly objectives, ALEKS pie progress, Weekly Quizzes, Discussions, Comprehensive Assessment, Three Tests, and a Final Test.

Required Academic Activity: As of fall 2014, all faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the following academic activity by the end of the first week of classes, Syllabus Quiz as class activity 1 in Webcourses no later than January 11, 2019 by 11:59pm. Failure to do so may result in a delay in the disbursement of your financial aid. Since reading syllabus is important to be successful in his course, the syllabus quiz score counts as a class activity and it isn't dropped.

Grading Policy:

Assignment	Percentage
<p>Weekly Objectives</p> <p>In ALEKS, must complete prior to due dates, incomplete topics remain in ALEKS pie and won't earn credit, no extensions.</p> <p>For success, outside classroom meetings, log in to your course at least two more times to stay on track. (see weekly objectives section)</p> <p>Spring Break: There is no regular objective due during spring break. A 1 topic place holder is used and gets completed automatically after first week.</p>	<p>10%</p> <p>One lowest score is dropped. No extensions except if make-up policy is satisfied.</p>
<p>ALEKS Pie Progress</p> <p>In ALEKS, once your last objective is past due if you have topics remaining in the ALEKS Pie you need to learn them, relearn them, or master them. Stay the whole time after you finish class activity and work on objective or pie progress.</p> <p>Due 4/28/2019</p>	<p>5%</p> <p>Partial credit by percentage is earned if all topics aren't fully learned or mastered.</p>

<p>Class Activities, Syllabus Quiz & GEP Activity</p> <p>In ALEKS, in the classroom. They must be done during class meeting to capture your attendance, participation and learning. You may receive extra quick attempts but they must be completed in the classroom. If you arrive late, you will not get an extension. Please log in a day before each class to see if you need to complete a knowledge check and complete it.</p> <p>GEP Activity, in Webcourses, due 2/22</p>	<p>13%</p> <p>Four lowest class activities are dropped.</p> <p>Syllabus quiz isn't dropped.</p> <p>GEP activity score isn't dropped.</p> <p>No make-ups except for UCF sponsored events.</p>
<p>Comprehensive Assessment</p> <p>In ALEKS, It is your responsibility to submit this assignment in order to access other assignments. It may need two to three hours to complete so don't wait until the last minute to log in. No extension. We encourage to use your notes and a TI-30xa. You should not use any other help. Your instructor may require you to retake it proctored in the lab. Due on the study day 4/23/19.</p>	<p>2%</p>
<p>Test 1 (Objectives 1,2,3,4) 2/7/19</p> <p>In ALEKS, proctored, closed notes, and restricted to designated computers. Taken when student meets early testing criteria or during scheduled exam 1 date. One attempt</p>	<p>Best 2 are 40%</p> <p>In case of anyone is found adopting unfair means (cheating), the student will earn zero for the test(s), and all three tests will count, and</p>
<p>Test 2 (Objectives 4,5,6,7,8) 3/7/19</p>	<p>In case of anyone is found adopting unfair means (cheating), the student will earn zero for the test(s), and all three tests will count, and</p>

<p>In ALEKS, proctored, closed notes, and restricted to designated computers. Taken when student meets early testing criteria or during scheduled exam 2 date. One attempt.</p>	<p>no test score is dropped. Also, read Academic Integrity section.</p>
<p>Test 3 (Objectives 8,9,10,11,12) 4/11/19</p> <p>In ALEKS, proctored, closed notes, and restricted to designated computers. Taken when student meets early testing criteria or during scheduled exam 3 date. One attempt.</p>	
<p>Final Test (All Objectives) Tuesday, April 30, 2019 7:00 AM – 9:50 AM</p> <p>In ALEKS, proctored, closed notes, and restricted to designated computers. Taken when student meets early testing criteria or during scheduled final exam date. One attempt.</p> <p>No student should make travel plans prior to this day (unless successfully completed the course early). All tests are taken only once.</p> <p>No extra credit is granted in this course.</p>	<p>30%</p> <p>The final test is required and will not be dropped. If a student fails to appear will be awarded an F regardless of the average. In case of anyone is found adopting unfair means (cheating), the student will earn zero for the test. You must appear to final examination in order to complete the course.</p>

Grading Scale:

Your final grade will be no less than the following:

Average	Grade
90 – 100%	A Must take final test
80 – 89%	B Must take final test
70-79%	C Must take final test
40-69%	NC Must take final test NC: Not for credit. See http://fyae.sdes.ucf.edu/faq (http://fyae.sdes.ucf.edu/faq)
Otherwise	F

Make-up Policy:

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There are no make-up tests except for those involved in an Authorized University Events or Co-curricular Activities. Those students must show official documentation prior to absence.

No make-up will be given 7 days after its initial due date. In the event of a make-up test is given, the test will not be same as the one that is given and released.

Personal or family Emergencies are not considered excused reasons.

Progressing and Completing the Course Early:

The criteria is a guide and only your instructor can decide if you are eligible to complete the course early.

Taking test 1 early	Complete at least 40% pie or objectives 1 to 4 AND at least 90% on practice test 1
Taking test 2 early	Complete at least 70% pie or objectives 1 to 8 AND at least 90% on practice test 2
Taking test 3 early	Complete at least 90% pie or objectives 1 to 12 AND at least 90% on practice test 3
Taking final test early	Complete at least 90% Pie AND take a proctored comprehensive

assessment AND score at least 90% on a practice final test.

Email Policy

Please keep in mind that most of inquiries can be addressed in the classroom. This is not an online course. It's a mixed mode that combines online platforms with face-to-face engagement for better end results. Therefore, Attendance is mandatory and it helps you learn and resolve any issue. You should speak with your Lead TA or instructor inside the classroom if you have a question or a concern. You are asked to read this entire document and be knowledgeable.

1. Please contact technical support when you have issues with ALEKS. Your TA or instructor will not conduct technical support via email.
2. It is best if you contact your instructor via Webcourses. It'll link you to your Math class and section.
3. If you use Knights email to contact your instructor, you must include your full name and class days and time.
4. Your instructor will not reply to communications from non UCF addresses.
5. Emails about excused absences must FIRST have acceptable documentation attached.
6. Grades will not be discussed by email.
7. Emails will be answered the next business day in order in which they were received.

Weekly Objectives:

- Complete your objective prior to due date otherwise incomplete topics will remain in the pie and will not earn credit.
- If an objective is completed prior to due date the next objective unlocks and allows you to keep advancing.

Dates	Objective
	Prerequisite Topics (15 topics)
01/07/2019 - 01/14/2019	1. Obj. 1 Review, 1.1, 1.2 (20 topics)
01/15/2019 - 01/21/2019	2. Obj. 2 1.3, 1.4 (20 topics)
01/22/2019 - 01/28/2019	3. Obj. 3 1.5, 1.6 (20 topics)
01/29/2019 - 02/04/2019	4. Obj. 4 1.7, 2.1 (20 topics)
02/05/2019 - 02/11/2019	5. Obj. 5 2.2, 2.3 (20 topics)
02/12/2019 - 02/18/2019	6. Obj. 6 2.4, 2.5 (20 topics)
02/19/2019 - 02/25/2019	7. Obj. 7 2.6, 2.7 (20 topics)
02/26/2019 - 03/04/2019	8. Obj. 8 2.8, 3.1 (20 topics)
03/05/2019 - 03/10/2019	9. Obj. 9 3.2, 3.3, 3.4 (20 topics)
03/11/2019 - 03/18/2019	10. break 1 topic (1 topic)
03/19/2019 - 03/26/2019	11. Obj. 10 3.5, 3.6 (19 topics)
03/27/2019 - 04/02/2019	12. Obj. 11 3.7, 4.1 (20 topics)
04/03/2019 - 04/09/2019	13. Obj. 12 4.2, 4.3 (20 topics)
04/10/2019 - 04/16/2019	14. Obj. 13 4.4, 4.5, 4.6 (20 topics)
04/17/2019 - 04/23/2019	15. Obj. 14 5.1, 5.4, 5.5 (10 topics)

Testing Policies and Procedures:

- No reservations/appointments are needed except for early testing.
- Have an active (not expired) access code, you should check your account before you go to test.
- Memorize your NID and password.
- Make sure that you arrive early as the test will start on time. You will lose elapsed time if you are late or don't know log in information and need to retrieve it.
- You must have a UCF ID and put it front of desk, on left side of keyboard to make it easy for the staff to check. UCF ID may also be used to sign in/out.

- 8 ½ x 11 blue/green book with nothing written on it (see UCF bookstore or vending machine outside MALL or Student Union front desk).
- \$.50 if you are going to use a locker (read instruction before you use a locker so you don't lose the money before it locks). No personal belonging are allowed during testing.
- Writing utensil.
- NO cellphones, NO skateboards, NO personal calculators (you'll be given TI-30XA), NO smart watches. (If you don't want put them in a locker please don't bring them with you and don't jeopardize your final grade).
- During tests 1, 2 and 3, students cannot leave testing room during the first 30 minutes. During final test, students cannot leave room during first 45 minutes. All students must follow exit rules announced by the proctor.
- At all times, you must abide by Mathematics Assistance and Learning Lab (MALL) Policies and Procedures, please visit <http://mall.cos.ucf.edu/> (<http://mall.cos.ucf.edu/>) as it is the student's responsibility to read, understand and follow policies.

General Classroom Policies (MSB 240/241/242):

- Food/drinks are not allowed; water in bottled containers with cap are allowed.
- No skateboards or any other transportation devices are allowed in the MALL, please use the skateboard rack located at the main entrance of the building
- Students have to have their valid UCF ID card available and shown when asked by a staff or instructor.
- Students are encouraged to collaborate as long as they are not disturbing others and are being loud.
- Students are not allowed to talk to other students during proctored assessments (tests and proctored knowledge check).

Technical Support:

In case of technical issues please contact technical support using the information shown below. You should also communicate the issue during your class or come to the lab for assistance. Your instructor or teaching assistant won't be able to troubleshoot your personal computer issues by emails.

Academic Integrity

Students should familiarize themselves with UCF's Rules of Conduct at <http://osc.sdes.ucf.edu/process/roc> (<http://osc.sdes.ucf.edu/process/roc>). According to Section 1, "Academic Misconduct," students are prohibited from engaging in

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
4. Falsifying or misrepresenting the student's own academic work.
5. Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
7. Helping another violate academic behavior standards.

For more information about Academic Integrity, students may consult The Center for Academic Integrity <http://www.academicintegrity.org/icai/assets/FVProject.pdf> (<http://www.academicintegrity.org/icai/assets/FVProject.pdf>).

For more information about plagiarism and misuse of sources, see "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices" <http://wpacouncil.org/node/9> (<http://wpacouncil.org/node/9>).

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule* <http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf> (<http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf>). UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final

grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <http://goldenrule.sdes.ucf.edu/zgrade> (<http://goldenrule.sdes.ucf.edu/zgrade>).

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) <http://sas.sdes.ucf.edu/> (<http://sas.sdes.ucf.edu/>) (Ferrell Commons 185, sas@ucf.edu (<mailto:sas@ucf.edu>), phone 407-823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide's physical location and review the online version at http://emergency.ucf.edu/emergency_guide.html (http://emergency.ucf.edu/emergency_guide.html).
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see <http://www.ehs.ucf.edu/workplacesafety.html> (<http://www.ehs.ucf.edu/workplacesafety.html>) (click on link from menu on left).
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to [ucf.edu](http://my.ucf.edu/) (<http://my.ucf.edu/>) and logging in. Click on "Student Self Service" located on the left side of the screen in the toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.

- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video.

[You CAN Survive an Active Shooter](https://www.youtube.com/watch?v=NIKYajEx4pk&feature=youtu.be) [_ \(https://www.youtube.com/watch?v=NIKYajEx4pk&feature=youtu.be\)](https://www.youtube.com/watch?v=NIKYajEx4pk&feature=youtu.be)



[\(https://www.youtube.com/watch?v=NIKYajEx4pk&feature=youtu.be\)](https://www.youtube.com/watch?v=NIKYajEx4pk&feature=youtu.be)

Deployed Duty Military Students

A deployed active duty military student who feels the need for a special accommodation due to that unique status should contact their instructor to discuss the circumstances.

Course Structure

- This class takes advantage of an advanced technology. You will take an **initial assessment** on the first day of class that will determine the Math skills that you already know (PRIOR KNOWLEDGE) , and set up the ones you will learn during the It is imperative that you do your best and honestly answer all questions so your ALEKS pie is updated accurately and benefit greatly. The goal is to fill or color your “ALEKS Pie”. At the end of course, your ALEKS Pie grade comes from your earned objectives scores so complete them on time.
- The objectives are like modules in groups of about 20 topics that you need to complete by the scheduled due It is important that you do them before they close since your score depends on how much you complete, and incomplete topics will remain in the ALEKS Pie. These due dates will not be extended.
- Each topic requires few examples. You can get double credit for answering correctly two questions in a row without using multimedia or examples. Credits can be lost if mastery isn’t demonstrated. When you get an explanation page to read and understand, you should do exactly that. Write all in your notebook.
- For every 5 hours and 20 topics you complete, or after each 10 hours of time in ALEKS, or at certain stage in the course, you will be prompted to take an ALEKS Assessment which can be taken It is imperative that you review, do your best and honestly complete it so your ALEKS pie is updated accurately.

The goal is to learn and retain what you learned.

- This class allows you access to a team consisting of your instructor, graduating teaching assistants and learning assistants. They are available and dedicated to your learning and success. So, ask for help.
- Please arrive on time and stay for the whole time.
- During class the teaching assistant or your instructor will give a mini-lecture to address selected topics that are relevant to class activities. The mini lecture will be given in the three rooms yet after first three weeks, the mini-lecture will be given in one room. If you feel you benefit from it you should arrive early and take a seat in that room. Signs will be posted. There will be quizzes that can be taken in class to track your attendance and participation. They are for grade and called Class Clicker or check.
- Tests are proctored, closed notes, and restricted to designated computers.

To be a better test taker: Attend regularly class, do your assignments on time, use tutoring in the lab, do practice tests, ask questions and don't wait till last minute to complete any work. Meet your instructor early and discuss any difficulties.

- Although lab hours are not required, you should visit the lab during open lab hours for tutoring.
- AT ANY TIME, YOUR INSTRUCTOR MAY ASSIGN YOU A PROCTORED NOT FOR GRADE ASSESSMENT TO CONFIRM YOUR PROGRESS IN THE COURSE.

STRATEGIES FOR SUCCESS: For most students, success in College Algebra and using ALEKS requires spending 4-6 hours each week working in the program. For other students, it will require more time. It is essential that you begin work immediately and commit the necessary time each week. Begin by working on the objectives in your "ALEKS Pie".

You are not expected to learn on your own; ask for help.

All students are asked to log in daily to both ALEKS and WEBCOURSES accounts to find out about assignments and due dates.

The instructor has the right to make some adjustments to syllabus, and any adjustment; it'll be discussed with the Chair, and will be announced in class and via email or Webcourses announcements.

[Top](#)