

MATHEMATICS FOR THE LIBERAL ARTS MGF1107 ONLINE

Course Syllabus

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This syllabus is a contract between the student and the instructor. By attending this course, the student agrees to and accepts the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract, and to adhere to all policies and procedures within.

Table of Contents:

I. Course Information p. 2

Description, Required Materials, Optional Materials, Computer and Internet Requirements, Attendance, No-show Status, Time Commitment, Communication

II. Getting Started p. 3

Registering in MyMathLab

III. How to be successful in this course (Work Requirements) p. 3

IV. Graded Assessments p. 4 - 5

Online Homework, Online Quizzes, Online Chapter Tests, Proctored Final Exit Exam, Grades

V. Scoring & Grievances p. 5

VI. Make-ups/Extensions/Extra Credit p. 5 - 6

VII. Misc p 6 – 7: MyMathLab trouble shooting/technical support, Tutoring College Withdrawal Policy, Disclaimer, Valencia Student Core Competencies, Valencia ID Cards, Students with Disabilities, Student Code of Conduct Link, Academic Honesty Link, Student Feedback on Instruction, Student Assistance Program, FERPA Statement, Title IX Statement, Course Outcomes, Privacy Policies

VIII. Course Schedule/Calendar p. 8

IX. Grade Calculation Worksheet p. 9

X. Off Campus Testing Site Request Form p. 10



I. Course Information

A. Description:

MGF 1107. MATH FOR THE LIBERAL ARTS (3 credit hours)

Prerequisite: Minimum grade of C in [MAT 1033C](#) or [MAC 1105](#) or [MGF 1106](#) or [STA 2023](#) or appropriate score on an approved assessment. This course covers topics chosen from problem solving, numeration and mathematical systems, financial mathematics, voting techniques and apportionment, chaos theory, graphy theory, knot theory, tilings and polyhedra, game theory, number theory, connections to other disciplines, and other special topics in mathematics. Gordon Rule course. Minimum grade of C required if course is used to satisfy Gordon Rule and General Education Requirements.

B. Required materials:

1. Access to MyMathLab - available from the bookstore or online at <http://pearsonmylabandmastering.com>

Note that this allows you to access an electronic copy of the text.

2. TI-83 or TI-84 graphing calculator

C. Optional materials:

Textbook: *A Survey of Mathematics with Applications* with MyMathLab by Angel, Abbott and Runde, 10th edition.

Student solutions manual

D. Computer and Internet Requirements:

Access to Atlas email.

Go to <http://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/index.html> to check your computers compatibility.

E. Attendance:

This online class has no scheduled class meetings; only the final exam must be taken in a proctored testing center. However, missing more than six assignments before the withdrawal deadline may subject the student to being withdrawn before the withdrawal deadline.

F. No Show Status

By the "Program Integrity and Documentation of Online Course Attendance" published by the US Department of Education (ED) and adopted by Valencia College, any student registered in an online course must show attendance.

The Department of Education has made it clear that simply logging into an online course does not constitute attendance as an "academically-related activity."

The way a student shows attendance in this course is by

(1) completing the Student Information Questionnaire (due January 9th) found in Blackboard (<http://learn.valenciacollege.edu/>),

and

(2) completing Homework assignments in MyMathLab <http://pearsonmylabandmastering.com> due during the first week of the term).

Caution: if you have not logged into Blackboard, completed the Student Information Questionnaire, logged into MyMathLab, and completed all homework assignments due the first week **during the first week of this term** you will have not complied with the ED attendance policy, and you will be withdrawn from this course as a No-Show.

G. Time Commitment:

Note that an online course may need more time commitment than an onsite course. Since this is an online course, the three hours a week that you would normally use to attend lectures should be spent online reading the textbook, watching lecture videos, working through practice exercises and taking tests. Any college course also requires at least two hours of study-time for every lecture hour. Thus, you should allocate at least another six hours a week on study time activities such as working on assigned homework and sample tests. This course may take more time than you expect.

H. Communication:

This is an online course, therefore, we will communicate mainly electronically via email. You must check your ATLAS email regularly as to not miss any important messages from the instructor. All communications should follow appropriate etiquette. Email should be used in a professional way. Always put identifying information in the subject line and include your name and course (MGF1107) so that I know who you are.

All emails will receive my response in a timely fashion. You should expect my reply within a 24-hr period, excluding Saturdays and Sundays. On the other hand, when you receive any email from me that requires your response, I expect you to reply in a timely fashion as well. I will be communicating with you on a weekly basis; therefore, it is crucial that you check your emails frequently. Not checking your Valencia College email is not accepted as an excuse for missing assignments.

II. Getting Started

Step 1: Go to <http://pearsonmylabandmastering.com>

Step 2: Click **Student** under Register

Step 3: Enter the course ID **ferrer#####** and click **Continue**

Step 4: If you have used MyMathLab before and have a Pearson account enter your username and password and click **Sign In**. If you don't have a Pearson account, click **Create an account**.

Step 5: Register by selecting one of the following options

Select **Use an access Code** if you have already purchased an access code.

Select **Use a Credit Card or PayPal** if you are buying the access code now.

Select **Get Temporary Access without payment for 17 days** if you want to start now and pay later.

Step 6: Complete your account set up by entering the name you are registered with at Valencia College and ATLAS email address, a username and password, and any other required information.

Step 7: Click **Create Account**. You now have a Pearson account.

Step 8: On Day 1 of class complete the Student Information Questionnaire in Blackboard.

III. How to be successful in Cathy Ferrer's MGF1107 course

A. Print your syllabus and read through it carefully. Highlight important dates (i.e. No-Show deadline, Off-campus Testing Site Request deadline, Homework Make-up Day, etc.)

B. In MyMathLab: Click on the **eText by Chapter** button, and click on the section that you are going to be working on, then click on View the **multimedia eText**. Take notes and work through the problems in the textbook along with any You Try It problems.

C. Click on the **Video Lecture Notes** button. Print out the notes for the chapter you are working on. These are the skeleton outline for the videos you will be watching when you do your homework.

D. Now try the homework which is found under the **Assignments** button. Watch the videos and take notes on your printed outline. Then do all the problems until you have aced the assignment. If you get stuck, take a picture of the problem and your work and email me-I'll get back to you with help. Video Lectures are available as part of your homework before the due date under the Assignments button and after the due date in the Gradebook.

E. If you think you need a little more practice on a topic, then click on **Extra Review**. These problems do not count towards your grade but can be helpful.

F. When you are ready to start studying for your test click on the **Assignments** button. Start working through the Practice Test. Keep taking the practice test until you are able to work through them with no questions and you are getting all the problems right. Remember: Ask questions! The practice tests do not count towards your grade.

G. When you are ready, click on the **Assignments** button and take your chapter test. When you are done, click on Submit Test on the bottom right.

H. IMPORTANT: Now click on **Gradebook** and double-check that your test was submitted. You will be able to review your test once the deadline passes. I also review each and every answer that the computer marks wrong to make sure it was graded properly. You can also see your overall score in the course in your Gradebook at the top.

I. Note: It is the student's responsibility to work ahead of the attached schedule in order to build some flexibility into the schedule. There will be no extensions on any of the due dates.

IV. Graded Assessments:

Your grade in this course will be computed from the following:

- A) Online Homework (50 points)
- B) Online Quizzes (50 points)
- C) Online Chapter Tests (500 points)
- D) Proctored Final Exam (100 points)

A) Online Homework:

There is an online homework assignment for each section covered in this course. Each homework section must be completed by midnight (E.S.T.) on the date indicated on the attached schedule.

B) Online Quizzes:

1. There are 6 scheduled online quizzes, each worth 10 points. At the end of the term, your 5 best quizzes will count towards 50 points of your final grade.

C) Online Chapter Tests:

There will be 5 online tests. Each test will be worth 100 points for a total of 500 points.

D) Proctored Final Exit Exam:

1. There will be a comprehensive final exit exam in this course. The final is worth 100 points. You must pass this exam; you cannot receive a passing grade (A/B/C) in the course without passing this final exam. You have only one (1) attempt in which to pass this test. In order to pass the Final Exit Exam you must score a minimum of a 70%. If you score less than a 70%, then you will receive an F in the course.

E. Grades:

If you receive a 70% or better on the final exit exam your grade will be assigned as follows:

630 - 700 points = A; 560 – 629 points = B; 490 – 559 points = C;
420 – 489 points = D; 0 – 419 points = F

Please refer to page 9 of this syllabus to find the worksheet that I will use to calculate your final grade.

V. Scoring & Grievances: All quiz and test questions are scored electronically by MyMathLab. It is important that you read directions carefully and pay attention to rounding instructions and answer formats. You are able to view all quizzes and tests immediately after the deadline date.

If you feel that a quiz or test question was scored improperly by the program (MML), email me with the following within 48 hours of the deadline:

1. The quiz/test name and problem number
2. a picture or scan of your original math work supporting the answer you entered in the quiz/test, and
3. an explanation of why you think you deserve more points.

Partial credit will be awarded as deemed appropriate.

All final exams will be reviewed by the professor for partial credit. There is no need to submit work for the Final Exam.

VI. Make-ups/Extensions:

A. Homework: There will be a homework make up day scheduled on (#####). You will be allowed to make up all homework on this day with no penalty. There are no extensions on homework due dates.

B. Quizzes: Extensions on quizzes are only given for jury duty or military service (extension must be arranged at least 48 hours prior to due date). Extensions on due dates will not be granted for any other reasons. NO make-up quizzes will be given. The lowest of the 6 quiz grades will be dropped before calculating your grade. If you miss a quiz, then that will automatically become your lowest quiz score.

C. Tests: Extensions on tests are only given for jury duty or military service (extension must be arranged at least 48 hours prior to due date). Extensions on due dates will not be granted for any other reasons. NO make-up tests will be given for other reasons. Your lowest test grade will be replaced by your final exam grade, if it is higher and greater than or equal to a 70%, unless the lowest score is a zero assigned for cheating in which case it will not be replaced by the final exam grade. If you miss a test, then that will automatically become your lowest test score.

D. Final Exam: Not taking the final exam will result in a grade of "F" in the course. Extensions are only given for jury duty or military service(extension must be arranged at least 48 hours prior to due date.). Extensions on due dates will not be granted for any other reasons. NO make-up tests will be given for any reason.

E. Extra Credit/Extra Work/ Extra Assignments: There is none.

F. Technical problems are not an excuse for missing an assignment. Plan to do assignments early so that you will have time to fix technical difficulties that may arise and finish the assignment before the deadline. If you are having problems with your computer you can access this course on the computers in the Math Support Centers or call technical support at 1-800-677-6337.

VII. Misc

A. MyMathLab trouble shooting/technical support

1. Contact Student Support in MyMathLab:

<http://www.pearsonmylabandmastering.com/northamerica/mymathlab/students/support/index.html>

2. If you are running out of time to fix technical difficulties, try using the back door into MyMathLab to access your assignments: https://www.mathxl.com/login_mml.htm

B. Tutoring (Getting Help):

1. Walk-by tutoring is given to students in the campus Math Support Centers.
2. Send me an email!
3. Online Tutoring: Log into Atlas, go to the Courses tab, and click on the Smart Thinking link in the middle under My Courses.

C. College Withdrawal Policy:

Students may only withdraw themselves up until the withdrawal deadline (#####) for a grade of W. Missing more than six assignments before the withdrawal deadline may subject the student to being withdrawn before the withdrawal deadline. After the withdrawal deadline students will be assigned whatever grade was earned for the course as their final grade.

D. Disclaimer:

This syllabus may be altered, at the instructor's discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.

E. Valencia Student Core Competencies:

Valencia faculty have defined four interrelating competencies (**Think, Value, Communicate, Act**) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further your mastery of those core competencies.

F. Valencia I.D. Cards:

Students must have their Valencia ID card for testing purposes.

G. Students with Disabilities:

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222 West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222 Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222 Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

H. Student Code of Conduct link

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>

I. Academic Honesty Link:

<http://valenciacollege.edu/generalcounsel/policy/documents/8-11-NF-NN-Academic-Dishonesty.pdf>

J. STUDENT FEEDBACK ON INSTRUCTION:

Near the end of the term, students will receive an invitation through their Valencia ATLAS email account asking them to complete the Student Feedback on Instruction (SFI). This survey provides Valencia College professors with feedback on students' experiences in courses and helps them to continually improve their courses. The results are released only *after* grades are submitted and students' names are *not* included in the results - all responses will be anonymous.

K. STUDENT ASSISTANCE PROGRAM:

Valencia College has contracted with a private and confidential counseling service (**Bay Care Behavioral Health Student Assistance Program (SAP)**) to provide FREE short-term assistance to students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in Student Services on any campus.

L. FERPA (*Family Educational Rights and Privacy Act*)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA affords students certain rights with respect to their educational records. Valencia College has a firm commitment to protecting the privacy rights of its students. For further information on FERPA see: <http://valenciacollege.edu/ferpa/default.cfm#whatis>

M. TITLE IX

Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name, and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit valenciacollege.edu/eo.

N. Course Outcomes:

1. The student will learn that mathematics is an evolving discipline with new areas of study as well as new results and applications of older ideas.
2. The student will learn to implement some of the fundamental methods of each of the areas of mathematics included.
3. The student will learn how a variety of problems in society can be described mathematically, and that different methods can lead to different answers to a problem.

O. Pearson Privacy Policy

<https://register.pearsoncmg.com/w3c/privacy.htm>

You Tube Privacy Policy

https://www.youtube.com/static?template=privacy_guidelines

IX. Grade Calculation Worksheet

How I will calculate your final grade if you pass the exit exam:

Step 1: At the end of the course go to your online grade book and record the following. For your homework points click on Show Calculation on the top left and it will display the points.

Chapter 4 Test: _____/100

Chapter 9/10 Test: _____/100

Chapter 11 Test: _____/100

Chapter 14 Test: _____/100

Chapter 15 Test: _____/100

Homework: _____/50 (For your homework points, click on Show Calculation on the top left and it will display the points you have earned out of 50).

Quizzes: _____/50 (For your quiz grade, add your top five quiz grades and divide by 5. Now divide this number by 2 and record here)

Final Exam: _____/100 (must be a 70% or higher in order to receive a passing grade in the course)

Step 2: Now look at your final exam score. If this number is higher than one of the scores for the chapter tests, then replace the chapter test score with this number.

Step 3: Now add all the blanks. These are your points for the course. Your grade will be assigned according to the scale in your syllabus.

630 - 700 points = A;

560 – 629 points = B;

490 – 559 points = C;

420 – 489 points = D;

0 – 419 points = F

Please note: the online grade book will not reflect the replacement of the lowest chapter test score in order to keep it "true".

Are you wondering what you need to score on the final exam to get the grade you want? After your last test, print out this page, fill it out using your gradebook from MyMathLab and watch the following video:

<https://youtu.be/32IIpn2YkUM>

Remember: the final exam is an exit exam so if you score less than a 70% on the final exit exam, then your grade in the course is an F.

X. Off-Campus Testing Site Request Form

This form is only to be used by those taking the exam **outside** of Valencia's East, West, Osceola, Lake Nona or Winter Park campuses.

Students who live outside of commuting distance to Valencia College should use this form to arrange off-campus testing. This form must be completed and submitted to your instructor for approval via email by ### so that an appropriate site can be approved and arrangements made.

Student Information

Name: _____

Valencia email: _____

VID number: _____

Course name: _____

CRN: _____

Off-Campus Site Criteria:

1. The requested site must be a college, university or military facility that is outside of commuting distance to one of the Valencia campuses (more than 15 miles). No other locations will be approved.
2. **The site must have computers available for you to sign on to MyMathLab and take your final exam.** It is your responsibility to ensure that you are able to access the test in MyMathLab in their testing facility.
3. The proctor must be an employee affiliated with the school's assessment/testing office and authorized to administer exams on behalf of the appropriate institution. Proctors at military bases must be appointed to or assigned to the Educational Services Office (ESO).
4. Student is responsible for any fees charged by the remote testing site.

To find possible testing sites, visit: <http://www.ncta-testing.org/cctc/find.php>

Requested Testing Site:

College/Site name: _____

Testing Center Website: _____

Testing Center email: _____

(Must be a college, university, or military email. Personal emails will not be approved.

For example: testingcenter@valenciacollege.edu)