Instructor: Jennifer Lawhon  
Office: East Campus, 1-337  
Phone: (407) 582-2279  
Email: jlawhon@mail.valenciacollege.edu

Student Engagement Hours (office hours):  
On-campus hours (Bldg. 1-337):  
Tuesday 9:00am-11:30am  
Thursday 9:30am-12pm

Online hours (Lawhon’s email):  
M 9:00-11:00 am  
W 9:00-11:00 am  
F 9:00-10:00 am

*Individual appointments are available upon request.

This syllabus is a contract between the student and the instructor. By attending this course, the student agrees to 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.

This course uses WebAssign for Homework. See the section "Required Educational Materials" on page 2 of this syllabus for specific details.

Course Description:  
MAC 1105 College Algebra  
Credit Hours: 3
Prerequisite: Minimum grade of C in MAT 1033C or appropriate score on an approved assessment. Course based on the study of functions and their role in problem solving. Topics include graphing, the linear, quadratic, and exponential families of functions, and inverse functions. Students will be required to solve applied problems and communicate their findings effectively. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1105 is used to satisfy Gordon Rule and general education requirements.

Do not assume that this class is easier because it is an online course. This course is challenging and time consuming. Only highly motivated, disciplined, and organized students who can read the book effectively and can learn the material by themselves are successful in this online course. The lessons are clearly explained and you will have the learning resources to help you.

I will be here to lead and guide you, and be a facilitator of learning. Since I care about your academic success, I will be providing you a quality-learning environment throughout the academic term. In this course you will have the opportunity to learn skills that will be relevant to future courses and to your professional career.
Valencia Core competencies: TVCA

Valencia faculty has defined four interrelated competencies (Value, Think, Communicate and Act) that prepare students to succeed in the world community. These competencies are complex abilities that are essential to lifelong success. This course will help you develop and demonstrate the abilities to (1) think clearly, critically, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Due to the nature of these global competencies many problems and activities will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively how to arrive at an appropriate solution.

Required Educational Materials:

ISBN 978-1-4652-5025-4

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*** Do not buy a used book (or rent a book) because the WebAssign code would have been used already!

Option 1: Buy the e-book version directly from the publisher online (with a credit card) at http://www.kendallhunt.com/store-product.aspx?id=26332. The e-book will give you access to the WebAssign code (at no extra charge). **This is the most economical option.**

*Note: If the link (or any other throughout this document) doesn't work, please copy and paste the URL into a browser.*

Option 2: Purchase the e-book directly through WebAssign http://www.webassign.net. The e-book will give you access to the WebAssign code.

Option 3: Purchase the book with the access code at the Mathematics section of East Campus' bookstore "only." The textbook also includes the online access code for Maple T.A. (at no extra charge). You do not need to buy any other code!

Option 4: Purchase the book directly through the publisher at http://www.kendallhunt.com/store-product.aspx?id=26332. The textbook also includes the online access code for WebAssign (at no extra charge). You do not need to buy any other code!

b) Calculator: A **graphing calculator is required for this course.**
TI-83, TI-83+, TI-84, or TI-84+ are recommended. Calculators that do symbolic manipulations like TI-89, TI-92, TI-Nspire CAS, and Voyage200, etc. will not be allowed on tests.

The textbook provides instructions on how to use the graphing calculator, using an "as needed" approach. A guide to corresponding keystrokes and screen shots are integrated throughout the textbook. Online tutorials for the graphing calculator will also be provided via the course Blackboard page. These tutorials are very user-friendly, and provide a step by-step guide on how
Online Instruction Delivery System (Course Platform):
This course is delivered via Blackboard (BB), and uses Maple T.A. as a testing tool to do online homework and take your math tests. To be able to take this course, you must have a computer with Internet access and -of course- must know how to use it.

Course Access: Blackboard 9.1 (BB = Blackboard 9.1 throughout this document.)
BB course page: http://learn.valenciacollege.edu/
Login for BB: Use your ATLAS Username and Password

Course Outcomes:
- Use processes, procedures, data, or evidence to solve problems and make effective decisions
- Use functions and function concepts to analyze and model realistic situations.
- Use appropriate technological tools to analyze and model realistic situations.

Registering for WebAssign:
Once you have purchased your e-book (or textbook) you need to self-enroll in WebAssign through http://webassign.net. If you have never used WebAssign, please look over the Student Quick Start Guide at http://www.webassign.net/manual/WA_Student_Quick_Start.pdf. This will help you enroll as well as give you information on how to access your lessons. There is also a document in Blackboard titled, “Registering and Using WebAssign” that explains in detail how to register and use WebAssign.

**NOTE** You may use WebAssign for 2 weeks before you have to enter the access code. Thus, there is no excuse for missing your first assignment!

When to call WebAssign for help?
Call: (800) 955-8275
* Only if you can’t log into the system, get an error message, or can’t access the server.

When to not call WebAssign?
For questions on the content of a particular homework assignment in WebAssign, or any math related questions, you will email me at jlawhon@mail.valenciacollege.edu, not WebAssign support.

Technical Notes:
You will submit all online homework assignments for this class via WebAssign. Therefore, make sure that your computer does not block your access to WebAssign.

1) Pop-ups
You need to turn off your computer's pop-up blockers when you are working on your homework assignments. Below are links to instructions on how to disable common pop-up blockers:
- Internet Explorer's pop-up blocker
- Safari and Firefox on Mac Pop-up Blocker
- Firefox's pop-up blocker
- Google Chrome's pop-up blocker
- Google Toolbar's pop-up blocker
- Yahoo Toolbar's pop-up blocker
Ask Toolbar's pop-up blocker

(2) You will also need the latest version of Java. Not having this will prevent the equation editor box to appear, and you will need this to answer some questions. Java is free to download. Get the latest version at http://java.com

Attendance Policy:
Due to the nature of this online course, on-campus attendance in the traditional sense cannot be enforced. However, the frequency of your visitations to the course sites will be monitored. In the event of an extended absence – that is, not logging onto course sites (BB and/or WebAssign) for more than 3 days, or not replying to my emails in a timely manner (within 48 hours) – you should contact me as soon as possible to indicate the reason for the inactivity. After the withdrawal deadline, you cannot -for any reason- withdraw from this course and obtain a grade of “W.”

Communications:
This is an online course; therefore, we will communicate mainly electronically, via email and through Atlas. You must check your ATLAS emails regularly as to not miss any important messages from the instructor!

You will always use my email address to communicate with me: jlawhon@mail.valenciacollege.edu

Please remember to include “College Algebra” on the subject line of the email, followed by the nature of your message, so that your email will have priority. To protect my computer from any virus, I will delete without opening any email with no subject. All communications should follow appropriate etiquette. Email should be used in a professional way. Always put identifying information in the subject line so that I know what your message is about. Use appropriate language and include your name so that I know who you are.

If you call my office and wish to leave me a voice mail, please repeat your name and telephone number twice; voicemail is used best if you leave a concise, but detailed message. Since I am not always in my office, an email will have a faster response than a voice mail.

IMPORTANT: Since I will be sending all my communications to your Valencia email account, please remember that you must delete old messages from your mailbox; otherwise, if you exceed the quota, your Valencia mailbox will not accept any more and you will not receive my weekly emails. I have no control of your email account, so please check this regularly.

Be sure to check your email at least 2-3 times a week (daily during the first weeks of the term). It is recommended that you do not forward your Valencia mail to an outside account like hotmail or yahoo, etc. due to the fact that email from Valencia may be tagged as spam, therefore not delivered. If you decide to forward your Valencia email to a personal email account, make sure that it is not rejected!

All emails and/or phone calls will receive my response in a timely fashion. You should expect my reply within a 24-hr. period, excluding Saturdays and Sundays (unless there is an emergency). If time permits, I will also get back to you during weekends. 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. 
Again, I will be communicating with you on a regular basis, therefore, it is crucial that you check your emails frequently, so that you are always on track.

**Not checking my emails will not be accepted as an excuse for missing required tasks; missed announcements and/or emails may affect your grade and are the responsibility of the student.**

**Work Requirement:**
Instruction in this course does not involve classroom lectures. You will learn the course math contents by using your textbook. In Blackboard, you will find a **Course Material Guide for each unit that you will study in this course.** This Guide contains the specific chapters and sections from the textbook that you need to study for each unit test. The Guide indicates the required examples, practice problems, and homework you need to complete. Also included are links to math videos that you may find useful as you learn the course content. Please follow the Course Material Guide, don't procrastinate, and you should be fine.

All instructional materials used throughout the course, as well as the scheduled activities, support and promote the achievement of the stated learning outcomes and unit learning objectives. (You can find the course learning outcomes and unit learning objectives on the BB course site.) I will act as facilitator and will guide you in your learning experience.

**Assessment and Course Evaluation (read this section carefully!):**
All assessments/evaluation procedures are consistent with the educational activities and will appropriately measure the stated learning outcomes and unit learning objectives.

1) Using your textbook and the Course Material Guide, you will study the required material and complete the assigned practice problems. Then you will complete Online Homework problems for each section to be covered. Completion of homework is crucial to student success in any math course! **Each online homework section can be attempted 3 times.**

**The online homework will count equivalently as a test grade!**

**Note: It is your responsibility to work ahead of the Weekly Schedule (found in Blackboard) in order to build some flexibility into the schedule. If you wait until the last minute to do your online homework, I am not responsible for last minute technical difficulties.**

2) You will take **4 unit tests and a cumulative final exam (comprehensive).**

***Please note: The final exam, must be taken at one of the testing centers at Valencia College or a proctored site (prearrangement is required for the latter).***

Here is a link to Valencia's testing centers. It provides information on their locations, contact information, and hours of operation: [Testing Centers - Valencia College](#)

**You are responsible for checking your chosen testing center hours of operation before you take any test. Some testing centers change their hours of operations without any previous notice. Failing to check this will not be accepted as excuse for missing the final.**
If you have a special request for another testing site (i.e. not at Valencia) you need to let me know as well; should this be your case, please refer to the Test Proctoring Guidelines link found in BB. **You need to inform me about your preferred testing site during the first week of classes.**

**Students living in the vicinity of one of the Valencia Campuses must take the final at Valencia.**

You will take each test after completion of the assigned lessons and practice problems from the textbook, the online homework, and the corresponding study guide. (In Blackboard, you will find a study guide for each unit test.)

Tests must be taken according to the Weekly Schedule (found in BB). **You can take the tests at any time on or before the deadline date, but never after!**

**If you wait until the last minute to take a test, I am not responsible for last minute technical difficulties, including accessibility to a computer at your selected testing center, availability of Internet connection to Blackboard, etc.**

I highly recommend that you never wait until the due date to take a test. Each test in this course will be available right after the previous test's deadline, so, plan accordingly.

**Taking Your MAC 1105 Online Tests:**

By the first Saturday of the term, you must send me an email with the campus/testing site where you will be taking your final exam. Without this email, I will not know where to send your exam, and you will not be able to take it.

If you are testing outside Valencia, you should make proctoring arrangements during the first week of classes. See the Testing Proctoring Guidelines link in BB. **(Students living in the vicinity of one of the Valencia Campuses must take their tests at Valencia.)**

The final will be submitted electronically via Blackboard at the testing center. The testing center personnel or proctor will login to Blackboard and type a password for your final.

**The final is closed book/notebook. No notes or formulas will be allowed.**

You will be allowed to use paper and pencil for calculations, of course. The testing center will provide the scratch paper, which will be collected.

When taking a test, you are responsible of making sure that your test is submitted. Should you have any technical difficulties while submitting your test, you must alert a Testing Center staff member immediately! The Testing Center specialist must contact me and explain any technical problems encountered. Make sure that this procedure is strictly followed; if the Testing Center specialist does not corroborate the problem, you will receive a score of zero if the test is not submitted properly.

**It is your responsibility to inform me immediately of any issue you encounter when taking tests. Informing me afterwards is not an acceptable excuse.**
All the tests have no time limit. I recommend that you allow at least two hours to take each test (two hours or more). Again, since there is no time limit, there should be no reason to leave any question unanswered because you ran out of time!

Schedule your test-taking dates and times efficiently! I am not limiting you when taking tests, so please do not limit yourself!

Make-Up Policy: NO make-up tests will be given.

Since you can take your chapter tests from home and the tests can be taken on any day and time up to the deadline, there are no make-up tests allowed.

**If you miss any two tests, for any reason, you cannot continue with this course.**

**Study Guides**
You will find a Study Guide for each test in the course’s BB site. This includes review problems. Keep in mind that only doing the sample problems will not be enough to learn the material and pass the course.

**Grades:** The final grade for this course will be derived from the following sources:

<table>
<thead>
<tr>
<th>Test 1</th>
<th>Test 2</th>
<th>Test 3</th>
<th>Test 4</th>
<th>Final Exam</th>
<th>Online homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.5%</td>
<td>12.5%</td>
<td>12.5%</td>
<td>12.5%</td>
<td>25%</td>
<td>25%</td>
</tr>
</tbody>
</table>

The grading scale is as follows:

- A 89.5-100%
- B 79.5-89.4%
- C 69.5-79.4%
- D 59.5-69.4%
- F Below 59.5%

* Minimum grade to pass MAC 1105 (Gordon Rule/General Education Requirements)

**Academic Resources**

**On-line:**

- Valencia's Math Help 24/7 [www.valenciacollege.edu/math/liveScribe.cfm](http://www.valenciacollege.edu/math/liveScribe.cfm)

Valencia Math professors have created pencasts and videos of common trig lessons to aid your learning. Click on MAC 1105 to expand the topics. Some lessons have more than one professor's perspective, so don't hesitate to watch more than one!

- Khan Academy [www.khanacademy.org](http://www.khanacademy.org)

The Khan Academy has video lesson on mathematics (and many other academic topics!) as well as interactive learning tools. You can create an account if you want to save your progress. Or to get started, just click Learn in the top left corner of the home page.

For video lessons, click **Math and use the search bar with key words from your topic.**

For interactive practice, click **Knowledge Map** and navigate the knowledge map using the zoom and scan tools in the top left corner of the map.
Math TV  www.mathtv.com
Pat McKeague delivers quick video lessons on many mathematics topics. Just click the subjects on the left to expand the lists of topics.

*Valencia also offers free online tutoring!  Online Math Tutoring through SmartThinking.*
The link is available from the front page of your Atlas account. SmartThinking will be available all term.

Extra Credit:
You can take each test -excluding the final- from home. You can do the online homework three times. **Consider this to be your extra credit. Please do not ask for any additional extra credit.**

Academic Honesty:
All students are expected to be in complete compliance with Valencia College’s policies on academic honesty (6Hx28: 8-11; see the Valencia College website for details on this policy: Policies and Procedures - Valencia College). Academic dishonesty includes, but is not limited to: plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation and misuse of identification with intent to defraud or deceive. In no instance will dishonesty of any type be tolerated in this course. Students who violate any of Valencia’s academic honesty policies will risk penalties that can go from receiving a grade of “F” to dismissal from class and/or expulsion from the college. The professor reserves the right to determine the appropriate penalties within the aforementioned policies.

Rules and Tips for Taking Tests at the Testing Center
You will need at least 2 hours to complete each math test. Whether you are taking your tests at East Campus or another campus, you are responsible for finding out their hours of operation.

Here is a link to Valencia's Testing Centers. It provides information on their locations, contact information, and hours of operation: Testing Centers - Valencia College

* Bring your **Valencia issued Photo ID** or a **government issued ID** (driver’s license is accepted) otherwise, you will not be given the test! Not having an ID is not an excuse for missing a test! The Valencia ID can be obtained at the Student Development office of your campus. The Student Development office is open from Monday to Friday during regular business hours. Call for details. Click on this link for their contact information: http://valenciacollege.edu/studentdev/centers.cfm

*The final is closed book/notebook. No notes or formulas are allowed.*

* Do not bring food or beverages to the testing center.

* Cell phones and other electronic devices must be turned off and stowed away during testing. If your phone rings you will be asked to stop testing and sign out; you will not be able to retake the test. You will miss one of the two opportunities you have to take the test! Ouch! Do not let this happen to you!

* Do not bring a TI-89, TI-92, TI-Nspire-CAS, Voyage 200 or any other graphing calculators that do symbolic manipulations to the testing center. These will not be accepted!

* All memory and programs should be erased from your calculator before taking tests.
* Allow enough time to take a test. The Valencia Testing Centers will not give a test the last hour before closing (for example, if the Center closes at 9:00 p.m., the last test is given out at 8:00 p.m.); it will not give a Final Exam within two hours of closing.

* In addition to these rules, your instructor’s test policies will apply.

**Course Completion:**
Students enrolled in the same college-level course at Valencia more than two times shall pay the full cost (100%) of instruction fee (you will have to pay out-of-state tuition after your second attempt). Please see a counselor or advisor if you must repeat a course for the third time.

**Student Code of Conduct:**
Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules articulated in the Student Code of Conduct, 6Hx28:10-03; students are required to see the Valencia Catalog for full details ([here is a link to Valencia's Catalog](#)). The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. In addition, Valencia College strives to provide a drug-free learning environment for all those involved in the academic experience.

**Withdrawal:** If you decide to withdraw from this course, you must follow the proper ATLAS procedure. Students should familiarize themselves with Valencia College’s withdrawal policy. The **withdrawal deadline for this term is November 10, 2017.** Per Valencia Withdrawal Policy, a student cannot withdraw and obtain a grade of W after this deadline. After this withdrawal deadline, students will only receive a letter grade of A, B, C, D or F.

**Student 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.
Here are the campus locations and contact numbers:

**East:**  Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

**West:**  SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

**Osceola:**  Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

**Winter Park:**  Bldg. 1, Rm.212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222
Valencia’s OSD can be found online at http://www.valenciacollege.edu/osd

**Student Feedback on Instruction (SFI):**

Near the end of the term, you will receive an invitation through your Valencia email account asking you to complete the Student Feedback on Instruction (SFI). This is a survey which provides us with feedback on your experience in this class and helps us improve the course. The results are released only after grades are submitted. Student names are not included in the results—your responses will be anonymous. You will get an email from Valencia informing you when the SAI survey will open.

**Student Support Services:**

Here are some links that you can use for additional help in areas that affect your learning experience at Valencia, such as advising, registration, financial aid, and others:

Answer center: [Student Services Office - Valencia College](https://www.valenciacollege.edu/student-services)

Career and educational goals: [LifeMap - Valencia College](https://www.valenciacollege.edu/student-services/lifespan)

For general information on all student and academic services: [Students Directory](https://www.valenciacollege.edu/student-services/directory)

For assistance with planning your class schedule, please visit with an academic advisor (if you are seeking an Associate in Arts degree) or with a Career Program Advisor (if you are seeking an Associate in Science degree).

**STUDENT ASSISTANCE PROGRAM:**

Valencia College has contracted with a private and confidential counseling service ([Bay Care Behavioral Health Student Assistance Program (SAP)](https://www.valenciacollege.edu/student-services/bay-care-behavioral-health/) 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.

**Policy:** In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, Valencia College will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by Valencia College students or employees on college premises or as part of any college activity. The student code of conduct applies to the online classroom environment as well.
FERPA (Family Educational Rights and Privacy Act)

FERPA is a Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education. 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#whatiss

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 rkan8@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.

No-Show Policy!

Important: The U.S. Department of Education requires online students to show attendance by submitting homework during the first week of classes. To comply with this Federal law, you must successfully complete assignments by the first Saturday of the term. Successfully completing assignments means to:

(1) Send me your first email homework by the first Saturday of the term. Your email must come from your official Valencia email address, and include your chosen campus for taking the final exam. If one of the above is missing, your email will be returned, and you will have not complied with this assignment.
(2) Complete the Student Introduction assignment, found in the "Discussions" section in BB.
(3) Complete the Syllabus Quiz found in BB, and
(4) Complete at least one Online Homework in WebAssign.

Any student that does not comply with this Federal requirement will be dropped from the course as a No-Show.

**Important Note:** The Syllabus Quiz score will *not* count towards your final average in this class; however, this quiz is a class requirement, and is one of several factors that validate your attendance to this online course within the No Show policy.

**Important Dates:**

Blackboard and WebAssign opens: **Monday, August 28, 2017**

First day of class: **Monday, August 28, 2017**

**Department of Education Attendance Requirement** deadline: **Tuesday, September 5, 2017 (11:59 PM)**

No Show deadline: **Tuesday, September 5, 2017 (11:59 PM)**

Drop/Refund Deadline: **Tuesday, September 5, 2017 (11:59 PM)**

Withdrawal deadline: **Friday, November 10, 2017 (11:59 PM)** — **No W grade will be given after the withdrawal deadline**

Final Exam deadline: **Tuesday December 12, 2017. (Cumulative)**

College Closed: September 4th, October 10th (Lake Nona and Osceola), October 12th (West, East, and Winter Park), November 22nd – November 26th

**Disclaimer:**
Changes in the syllabus, course topics and contents, schedule, assessment and evaluation procedure, homework assignments, and/or any other document or instruction provided or assigned by the professor may be made at any time at the discretion of Professor Lawhon.

**Please check the Weekly Schedule and the Course Material Guide in the course content area in Blackboard (BB) for all tasks and deadlines!**