MGF1106  Topics of Mathematics (Distance Learning) Syllabus  Summer A 2012

Instructor: Nancy R. Johnson (Dr. J)  Bradenton campus
Instructor’s Phone: 941.752.5568  Math Office Phone: 752.5224
Instructor’s E-mail: johnson@scf.edu  Math Lab: Bldg. 5
Office Hours:  See the URL below  Math Lab Hrs: http://www.scf.edu/StudentServices/AcademicResourceCenter/default.asp
Instructor’s Website:  http://faculty.scf.edu/johnson/index.htm
Academic Resource Center Information:  http://scf.edu/StudentServices/AcademicResourceCenter/default.asp

COURSE DESCRIPTION
This course meets Area II requirements for both the A.A. and the A.S. general education requirements. Topics include set theory, logic, Geometry, counting principles, probability and statistics. Students already with credit for MGF 2202 cannot subsequently get credit for MGF 1106. Course performance standards are available at http://www.scf.edu/Academics/MathematicsScienceTechnologyBusiness/Mathematics/Courses/MGF1106TopicsinMathematics.asp and in the Academic Resource Center.

PREREQUISITES
A grade of “C” or better in MAT 1033 or equivalent. Student enrollment in any mathematics course is contingent upon approval of the Mathematics Department. This means that students who have been misplaced may have their schedule changed.

GORDON RULE
This course meets the Florida State Board of Education Rule Number 6A-10.30. For the purpose of this rule, a grade of “C” or better shall be considered successful completion.

COURSE FORMAT
This is a 6 week distance learning, online course requiring submission of online assignments and proctored testing. It is NOT self-paced. You will be learning through the use of a textbook, course handouts, projects and assignments, and MyMathLab software. You will work outside of a classroom to complete the course material as outlined in the attached schedule and come to the campus or a pre-approved testing center to take traditional pencil and paper exams. As a result you will be able to complete academic work in a flexible manner. An instructor will interact with the students throughout the course and assess all assignments.

COURSE MATERIALS
Textbook  A Survey of Mathematics with Applications, Expanded 8th Edition by Angel, Abbott, and Runde. An electronic version of the textbook is included with the MyMathLab software that is required for the course. Students are not required to buy a hardcover copy of the textbook.

Calculator  A scientific calculator is required; the TI-83/TI-83 Plus or TI-84 Plus is strongly recommended. Calculators with symbolic manipulation capabilities (e.g., TI-89, TI-92, TI-Inspire) will not be allowed during exams.

Software  You will need to purchase an instructional software package to do required homework problems. Your online section requires all students to use the instructional software package called MyMathLab by Monday, May 20, 2012. You may purchase to buy the MyMathLab software either at the college bookstore or online at www.CourseCompete.com. Do not open any packages unless you are certain you have the correct materials. Open packages will not receive full refund at the bookstore. Use your SCF email as the contact email when you register for MML.

Course ID for access to MyMathLab: Johnson51755

On-Campus Meetings: Midterm 5/31/2012 and Final 6/21/2012 5:30pm - 7:23pm Room 105, Building #27
TECHNICAL SUPPORT

Help for MyMathLab is available at http://247pearsoned.custhelp.com. For fast assistance, choose chat to “talk” to a technical support person. Students can also call 1-800-677-6337 for assistance from Pearson or ask their instructor or inquire at the Academic resource center.

REQUIRED INITIAL ASSIGNMENT

In accordance with US Department of Education guidance regarding class participation, the State College of Florida requires that all students complete an orientation and submit their required Week 1 assignments within 72 hours following the end of the drop/add period for the term (completed by midnight on Monday, May 20, 2012). The first calendar day of class is the official start date of the course as posted on the course syllabus. Assignments submitted prior to the official start date will not count toward your participation. Financial Aid cannot be released without class participation as defined above. Students who have already taken, and successfully completed, at least one or more class(es) with The State College of Florida will be dropped ONLY from any class(es) in which they are not participating. If you have any questions about your assignments, or you are unable to complete your assignments, please contact your instructor at johnson@scf.edu

To complete this assignment, students must:
1. **Complete the “Orientation Assignment” in MyMathLab.**
   - Follow the “Enrolling in MyMathLab” instructions, which will be posted in ANGEL under Lessons on the first day of class.
   - Download any required plug-ins for MyMathLab. You will not need the TestGen plugin.
   - Complete the Orientation Assignment under “Start Here.”

2. **Write an “Introduction Post” under Communication: Discussion Boards in MyMathLab.**
   - On the right-hand side in MyMathLab, click on “Discussion Boards” under Communication.
   - Read the Instructions and the Example Post, then create your own post in the “Class Introductions” forum.

3. **Send an e-mail to your instructor at johnson@scf.edu from your SCF e-mail address.**
   - You can either reply to an e-mail, or send a brand new one. Make sure that you include your first and last name in the body of the e-mail.

Use your SCF email as the contact email when you register for MML.

Students who fail to complete all parts of the Required Initial Assignment by the due date will be marked as a no-show and dropped from the course.

The software must be purchased and you must be registered in MyMathLab by 72 hours after the drop/add deadline for the semester occurs. If you are not registered and active in MyMathLab by that time you will be dropped from the course as a no show. Students who fail to complete the assignment by the due date will be marked as a no-show and dropped from the course. (by Monday, May 20, 2012)

Use your SCF email as the contact email when you register for MML.

TESTING

There will be five online chapter exams, a proctored midterm exam on Thursday, 5/31/2012 and a Required final exam on Thursday, 6/21/2012. All exams are at 5:30 pm in Building 27 room 105 on the Bradenton campus. NO MAKE-UP EXAMS WILL BE GIVEN. In the event that you miss an exam, your final exam will be worth more of your overall course grade.
You must bring an approved calculator, pencils, and your student ID card or driver’s license. Students cannot share calculators or use a cell phone as a calculator during exams!

For students with time/location conflicts: Any deviations from the testing dates, times and location must be approved from your instructor in advance. If you are not able to attend the on-site testing sessions, you must make an appointment with the SCF Testing Center or find an approved testing center. Contact your instructor with the necessary information for sending the test to the testing center at least one week prior to the exam. Please be aware that most independent testing centers will charge for proctoring services. Regardless of location, you must still take the exam on the same date as the rest of the class.

Test Results: Test results will be posted in the MyMathLab gradebook. If you want your test returned, please bring a stamped, self-addressed envelope to the exam so that your instructor can mail it to you. Otherwise, you may arrange to pick up the exam in your instructor’s office or get it back at the next exam. Final exams are not returned.

WEEKLY PROCEDURE

Weekly assignments will typically be due each Sunday at 11:59 pm, unless otherwise specified. Every week, sections are assigned according to the Syllabus calendar. For each assigned section:

1. **Read** the section in the Textbook.
2. **Watch** the Lecture Videos for the section in MyMathLab.
   Also, read or watch any supplemental lessons your professor provides.
3. **Complete** the Homework in MyMathLab. Homework assignments will count toward your course grade.
4. **Complete** weekly communication assignment.

GRADING

Your grade in the course is determined by the total number of points earned during the semester. You must earn a 60% or higher on the final exam to pass the course.

<table>
<thead>
<tr>
<th>Points</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>150</td>
</tr>
<tr>
<td>5 Online Unit Assessments</td>
<td>350</td>
</tr>
<tr>
<td>Unit Projects</td>
<td>100</td>
</tr>
<tr>
<td>MyMathLab Homework</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td>Semester Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, < 60% = F

COMMUNICATION

Students are responsible for maintaining contact with the instructor and checking e-mail regularly. Students must use their SCF e-mail address in all correspondence with the instructor. E-mail is one of the main means of communication used in an online course. You must use your SCF e-mail account and check your e-mail regularly. Your instructor will send you regular e-mails with pertinent course information. It is your responsibility to make sure you receive these e-mails. If you do not appear to be receiving e-mails, contact your instructor immediately. All e-mails must be written using correct English structure, grammar and punctuation and be signed with your first and last name. Additionally, the course name, MGF1106_Online, should be included on the subject line of the e-mail. Please do not e-mail
your instructor through ANGEL. Students can typically expect to receive a reply within 24 hours, M-R. **Filenames will be formatted as the following, lastname_1106spring12prj#. All files must be a Microsoft Word file using the extension .docx.** Do not send compressed files. Do not use .wks files. For questions on homework or general course concerns, please post in the appropriate discussion board.

*For purposes of communications, use your SCF email as the contact email when you register for MML.*

**WITHDRAWAL**

In accordance with the State College of Florida policy, as stated in the college catalog, students may withdraw from any course, or all courses, without academic penalty, by the withdrawal deadline listed in the State College of Florida academic calendar. This semester, the withdrawal date is July 9, 2012. Students should take responsibility to initiate the withdrawal procedure but are strongly encouraged to talk with their instructors before taking any withdrawal action. In addition, students should note that faculty may also withdraw students for violating policies, procedures or conditions of the class, as outlined in individual class syllabi, and such action could affect financial aid eligibility.

**ELECTRONICS**

Cell phone etiquette must be observed: In-class usage is restricted to emergency situations. Cell phones or any other non-approved electronic devices are **not** allowed for use during tests, not even as a calculator. Inform the instructor before class of any extenuating circumstances. Electronic devices, such as iPods, Blackberries, etc. are **not** permitted to be used or worn in class.

**MISCONDUCT**

Students are required to adhere to the Student Code of Conduct as outlined in official State College of Florida publications including the Catalog and the Student Handbook and Planner. Violations of any Student Codes of Conduct may result in a disciplinary sanction. These sanctions can be found on pages 110-111 in the Student Handbook and Planner.

**ACCOMODATION SERVICES**

State College of Florida, Manatee-Sarasota, in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Disability Resource Center (DRC). The DRC is located in 300-326 on the Venice campus and in the Student Services Center (01-219) on the Bradenton campus. The phone number is 941-408-1448 Ext # 61448 (TTY 941-480-3420) on the Venice campus and 941-752-5295 Ext # 65295 (TTY 941-751-8179) on the Bradenton campus.

---

Course ID for access to MyMathLab: **Johnson51755**

On-Campus Meetings: Midterm 5/31/2012 and Final 6/21/2012 5:30pm - 7:23pm Room 105, Building #27
<table>
<thead>
<tr>
<th>Week</th>
<th>Sections</th>
<th>Topics Covered</th>
<th>Suggested Homework Assignments</th>
</tr>
</thead>
</table>

*Tentative Academic Calendar*

Course ID for access to MyMathLab: **Johnson51755**

On-Campus Meetings: Midterm 5/31/2012 and Final 6/21/2012  5:30pm - 7:23pm  Room 105, Building #27
<table>
<thead>
<tr>
<th></th>
<th>Course ID for access to MyMathLab: Johnson51755</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M 5/14 – R 5/17</td>
</tr>
<tr>
<td>2</td>
<td>M 5/21 – R 5/24</td>
</tr>
<tr>
<td>3</td>
<td>M 5/28 – R 5/31</td>
</tr>
<tr>
<td>4</td>
<td>M 6/4 – R 6/7</td>
</tr>
<tr>
<td>5</td>
<td>M 6/11 – R 6/14</td>
</tr>
<tr>
<td>6</td>
<td>M 6/18 – W 6/20</td>
</tr>
<tr>
<td></td>
<td>R 6/21</td>
</tr>
<tr>
<td></td>
<td>T 6/26</td>
</tr>
</tbody>
</table>

**Note: Saturday, June 9th is the last day to withdraw without academic penalty (no refund).**

Note to students who register late: The first test occurs during the first week of classes. If you missed this material due to late registration, speak with the instructor in person on or before Monday, May 21, 2012.