MGF 1106 Topics of Mathematics Distance Learning Syllabus Spring 2012

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Academic Resource Center Information:
http://scf.edu/StudentServices/AcademicResourceCenter/default.asp

Course ID for access to MyMathLab: TBA

On-Campus Meetings: Friday 5:30pm - 6:50pm, 1/12 (optional orientation), Midterm 2/3 and Final 3/2.

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 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.

COURSE FORMAT This is an 8 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 8*th 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. You are required to buy the MyMathLab software either at the college bookstore or online at www.CourseCompass.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.

**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 each course(s) during the first 8 calendar days of class. 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.

To be a student in this course, you must complete the **Orientation Assignment.** The software must be purchased and you must be registered in CourseCompass by the eighth day of the semester. If you are not registered and active in MyMathLab by the eighth day of the semester 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. 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 Friday,
February 3, 2012 and a required final exam, on Friday, March 2, 2012.
All exams are at 5:30pm in Building 27 room 150 on the Bradenton campus.
**NO MAKE-UP EXAMS WILL BE GIVEN.** Make-up exams are not allowed under any circumstance. 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 Monday 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>Assignment</th>
<th>Points</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>
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<tr>
<td>Final Exam</td>
<td>200</td>
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<tr>
<td><strong>Semester Total</strong></td>
<td><strong>1000</strong></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-F. 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 **February 10, 2012**. Students should take responsibility to initiate the withdrawal procedure but are strongly encouraged to talk with their instructors before withdrawing from the course. 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 or if they have been inactive in the course for two weeks. Such action could effect financial aid status.
**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.

The tentative schedule of assignments will be added prior to the first day of the semester.

**Tentative Academic Calendar Spring 2012**

<table>
<thead>
<tr>
<th>Week</th>
<th>Sections Covered</th>
<th>Topics Covered</th>
<th>Suggested Homework Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M 1/9-1/13</td>
<td>Optional orientation meeting 1/12, BC 27 - 150</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>M 1/16 – F 1/20</td>
<td>Midterm 2/3/2012 BC 27-150 5:30 pm</td>
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<tr>
<td>M 1/16-MLK Holiday-College Closed</td>
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<td>3</td>
<td>M 1/23 – F 1/27</td>
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<tr>
<td>4</td>
<td>M 1/30 – F 2/3</td>
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<td>5</td>
<td>M 2/6 – F 2/10</td>
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<td>6</td>
<td>M 2/13 – F 2/17</td>
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<td>7</td>
<td>M 2/20 – F 2/24</td>
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<tr>
<td>8</td>
<td>M 2/27 – F 3/2*</td>
<td>FINAL EXAM 3/2/2012, BC 27-150 5:30pm</td>
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*Fri., 3/2 - Faculty/Staff Development Day – no day classes or academic support labs. Classes scheduled 4:00 p.m. and later will meet as usual.

*Fri., 2/10 - Last day to withdraw with a "W".