MGF1106 COURSE SYLLABUS

Course Prefix/Number: MGF1106-80810     Course ID: adkins08514
Course Title: Mathematics for Liberal Arts I
Class Time and Location: Live on Mondays and Wednesdays; 6:00-7:15 p.m.; from UWF Building 74 Room 109 using Blackboard Collaborate (a lecture recording is made)

Course Credit Hours: 3

Instructor Name and Contact Information: iadkins@uwf.edu
                         Office: Building 4 Room 439
                         Phone: (850)474-3045

Office Hours: Monday/Wednesday: 2:00 p.m. - 4:00 p.m. (only these office hours are online)
              Tuesday/Thursday:  2:30 p.m. - 4:00 p.m.
              Friday:            1:30 p.m. - 3:00 p.m.
              Other Times by Appointment

Prerequisites or Co-Requisites: MAT1033 or appropriate algebra background

Course Description:
Presents topics that illustrate both the aesthetic aspects and the practical applications of mathematics. Intended for students who require only general education mathematics courses. Major course topics: systematic counting, probability, statistics, history of mathematics, geometry, sets, logic. (Gordon Rule Course: Theoretical Math) and (General Studies Course: MAT/MAT)

Student Learning Outcomes:
Upon successful completion of the course, students will be able to
1. identify sets and their properties and construct Venn diagrams to represent given information
2. demonstrate logic concepts and apply the rules of logic to solve problems
3. identify and apply geometric principles and formulas to solve problems
4. demonstrate counting techniques
5. apply methods for computing probabilities
6. identify and calculate basic statistical measures and analyze distribution graphs
7. research specific topics from the history of mathematics and complete projects as assigned

This course is designated as a General Studies course. The General Studies curriculum at the University of West Florida is designed to provide a cohesive program of study that promotes the development of a broadly educated person and provides the knowledge and skills needed to succeed in university studies. This course has been approved as meeting the requirement in the Mathematics area. The General Studies learning outcomes for this course are Problem Solving and Quantitative Reasoning.

Topics Covered:
Logic, systematic counting, geometry, sets, probability, statistics, history of mathematics

Textbook (required in hardcopy or via online access) Choose one of two options:
(1) The printed course textbook, Thinking Mathematically, 6th Edition (with MyMathLab access code) by Robert Blitzer (ISBN 9780321923233), available from the UWF Bookstore (New: $237.00) or from other textbook sources. CAUTION: Used textbooks will usually not contain the MyMathLab access code so please check before buying.

OR
The *MyMathLab (Standalone Access Code)*, 4th Edition, (ISBN 9780321199911), which includes online access to the *Thinking Mathematically* textbook, available from the UWF Bookstore (New: $123.50, Used: $92.75) or online (by credit card or PayPal) when registering for the class (see page 7).

*MyMathLab* is required in order to do the homework and quizzes. It includes the online textbook. Instructions for getting started with *MyMathLab* can be found later in this syllabus.

**Grading/Evaluation:**

The course score will be computed as follows:

- **MML Readings** 5% (announced in class and due dates in *MML*)
- **Math History Projects** 10% (assignment information posted in *MML*)
- **MML Homework** 15% (Worth as much as a test! Due dates in *MML*)
- **Tests** 45% (Each test is worth 15%)
- **Comprehensive Final Exam** 25% (MANDATORY so don’t miss it!)

The course grade will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 and above</td>
<td>A</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>60-66</td>
<td>D</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
</tbody>
</table>

Note: Absolutely no make-up tests or readings will be given. Students are expected to adhere to the test schedule in this syllabus and must adjust their personal matters accordingly. If a student misses a test, then the instructor will assign a zero for the missed test score. With approved documented justification from the student, the instructor will record the student’s final exam grade in place of the missed test score; otherwise, the zero score will remain. This arrangement is only available once per student per class. **Everyone must take the final exam.**

The final exam for this course is MANDATORY and must be taken by every student! See the course schedule for the date and time of your final exam. Make plans now to be there.

A note about receiving an incomplete in this course: A grade of Incomplete (I) will be given only if 70-75% of the course has been completed with a passing grade and the student is unable to take the final exam due to extenuating circumstances that are documented and approved by the instructor.

Important note about retaking this course: Starting Fall 1997, there is a significant repeat course surcharge for the third and subsequent times a student registers for a course; WR, W, and WF also count as attempts.

**Withdrawal Policy:**

*Withdrawal of all courses (partial refund) deadline: 09/18/2015 (Automatic grade of W)*

*Withdrawal of all or individual courses deadline: 10/30/2015 (Automatic grade of W)*

*Late withdrawal of all courses deadline: 12/04/2015 (W or WF at instructor’s discretion, see the requirements below)*

Students who are requesting a *late withdrawal* from class, must have the approval of the advisor, instructor, and department chairperson (in that order) and finally, by the Academic Appeals committee.

Requests for late withdrawals may be approved only for the following reasons (which must be documented):

MGF1106-80810 (Fall 2015) Course Syllabus, Version 2015/07/14 rev A
1. A death in the immediate family.
2. Serious illness of the student or an immediate family member.
3. A situation deemed similar to categories 1 and 2 by all in the approval process.
4. Withdrawal due to Military Service (Florida Statute 1004.07)
5. National Guard Troops Ordered into Active Service (Florida Statute 250.482)

Requests without documentation should not be accepted. A request for a late withdrawal simply for not succeeding in a course, does not meet the criteria for approval and should not be approved.

Special Technology Utilized by Students:
- Use of any standalone calculator may be allowed during tests at the instructor’s discretion. It is highly recommended that the same calculator used while doing homework be used on tests. Sharing of calculators is not allowed during a test. You may never use a mobile phone or calculator software on your computer as your calculator during a test. You must show ALL work AND get the correct answer for full credit on any problem.
- MyMathLab is the publisher’s material to support this online course.
- All communications devices must be silenced during class. No electronic device of any kind that interferes with your attention during a lecture is allowed. This means that all cell phones, eBook readers, iPads, laptops, notebooks, netbooks, MP3 players, or any other electronic device must be turned off and put away during class time.

Expectations for Academic Conduct/Plagiarism Policy:
As members of the University of West Florida, we commit ourselves to honesty. As we strive for excellence in performance, integrity—personal and institutional—is our most precious asset. Honesty in our academic work is vital, and we will not knowingly act in ways that erode that integrity. Accordingly, we pledge not to cheat, nor to tolerate cheating, nor to plagiarize the work of others. We pledge to share community resources in ways that are responsible and that comply with established policies of fairness. Cooperation and competition are means to high achievement and are encouraged. Indeed, cooperation is expected unless our directive is to individual performance. We will compete constructively and professionally for the purpose of stimulating high performance standards. Finally, we accept adherence to this set of expectations for academic conduct as a condition of membership in the UWF academic community.

Attitude and the Student Code of Conduct:
UWF respects the right of instructors to teach and students to learn. The Student Code of Conduct sets forth the rules, regulations and expected behavior of students enrolled at the University of West Florida. Violations of any rules, regulations, or behavioral expectations may result in a charge of violating the Student Code of Conduct. It is the student’s responsibility to read the Student Code of Conduct and conduct themselves accordingly. You may access the current Student Code of Conduct at www.uwf.edu/judicialaffairs.

Assistance for Students with Disabilities:
The Student Disability Resource Center (SDRC) at the University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web
content, or the use of non-captioned videos and podcasts, please notify the instructor or the SDRC as soon as possible. You may contact the SDRC office by e-mail at sdrc@uwf.edu or by phone at (850) 474-2387. Appropriate academic accommodations will be determined based on the documented needs of the individual.

Weather Emergency Information:
In the case of severe weather or other emergency, the campus might be closed and classes cancelled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM.

- WUWF-FM (88.1MHz) is the official information source for the university. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.
- In the event that hurricane preparation procedures are initiated, www.uwf.edu and MyUWF will both provide current information regarding hurricane preparation procedures, the status of classes and the closing of the university.

Emergency plans for the University of West Florida related to inclement weather are available on the following UWF web pages:

- Information about hurricane preparedness plans is available on the UWF web site: http://uwfemergency.org/hurricaneprep.cfm
- Information about other emergency procedures is available on the UWF web site: http://uwfemergency.org/

Attendance and Class Preparation:
Attendance and participation in every class meeting is crucial for success in this course. Mathematics is a subject that requires explanation, discussion and practice for a mastery of the material; this cannot be achieved through reading the textbook or referring to homework examples alone. Missing class means missing valuable instruction and learning opportunities. Frequent absences will not be tolerated and will most likely result in an undesirable grade. Students are responsible for all material and information given in class and for understanding how to work the homework problems. **You must arrive promptly and stay until dismissed.**

Getting Help:
- **The primary source of help in this class will be the instructor.** Since personal contact is most effective, please use the office hours. Make an appointment for other times if you cannot meet during office hours. The instructor will answer email as soon as possible in the order received, but consider that assistance is difficult to render via email when compared with face-to-face interaction. Don’t give up on learning the material. The instructor is here to help you, but you must put forth the effort to learn.
- Mathematics and Statistics Tutoring Lab located in Bldg 4, room 321. Staffed by tutors Monday-Thursday 9 A.M. – 4 P.M., Friday 9 A.M. – 1 P.M.
- Academic Center for Excellence (http://uwf.edu/offices/21st-century-scholars/ace/about-ace/) is located in Bldg 52, room 151 and staffed M-R 8 A.M.–8 P.M., F 8 A.M.–4:30 P.M.
- CAS Computer Lab located in Bldg 4, room 232 (computers to use for MML).

MGF1106-80810 (Fall 2015) Course Syllabus, Version 2015/07/14 rev A
• MyMathLab contains the complete online version of your textbook with links to multimedia resources, such as video clips, PowerPoint slides, and practice exercises correlated to the examples and exercises in the text. You will use MML for your online homework. MML also generates a personalized study plan based on your results which links you to unlimited tutorial exercises for further study. This allows you to practice until you have mastered the skills. All the online homework and tutorial work you do is tracked in your MML Gradebook. Follow the instructions on the page 8 to register.

Important Numbers:
Pearson Education Customer Technical Support – have course ID available
   M-Fr 11 am -7 pm (Central Time) – 800-677-6337
   http://247pearsoned.custhelp.com – be very specific as you describe your difficulty

Pearson Tutor Center – have course ID available
   Sun-Th 4-11 pm (Central Time) – 800-435-4084
   http://www.pearsontutorservices.com

UWF Helpdesk – have course and section number available
   850-474-2075
   helpdesk@uwf.edu – be very specific as you describe your difficulty

Email:
When you email the instructor at iadkins@uwf.edu you must do the following.
- Properly identify the class you are in by using the CRN: 80810, or just state that you are in the MGF1106 Monday/Wednesday online class.
- Never send an email without a meaningful subject.
- Include a signature that identifies you since your name may not appear in the “From” field.
- Do not reply to messages that have nothing to do with what your email is about!
- While working on MML Homework, use Ask My Instructor so all information is sent to your instructor about the question you need help on.
<table>
<thead>
<tr>
<th>Week Number</th>
<th>Week Start Date (Sunday)</th>
<th>Sections Covered/Tests</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 1           | 08/23/2015              | **FIRST DAY OF CLASSES: Monday, 08/24/2015**  
1.1 Inductive and Deductive Reasoning  
1.2 Estimation, Graphs and Mathematical Models  
1.3 Problem Solving  
2.1 Basic Set Concepts  
2.2 Subsets                                                                 | Sign up for MML (use 14 day temporary access if necessary)                                      |
| 2           | 08/30/2015              | 2.3 Venn Diagrams and Set Operations  
2.4 Set Operations and Venn Diagrams with Three Sets  
2.5 Survey Problems                                                                 | Labor Day on 09/07/2015  
History Project 1 Assigned                                                   |
| 3           | 09/06/2015              | 3.1 Statements, Negations, and Quantified Statements  
3.2 Compound Statements and Connectives  
3.3 Truth Tables for Negation, Conjunction & Disjunction                                                                 |                                           |
| 4           | 09/13/2015              | 3.4 Truth Tables for the Conditional and Biconditional  
3.5 Equivalent Stmts & Variations of Conditional Stmts  
3.6 Negations of Conditional Stmts & De Morgan’s Laws  
3.7 Arguments and Truth Tables                                                                 |                                           |
| 5           | 09/20/2015              | Review for Test 1 (if time permits) **Test 1 on DAY OF WEEK, 09/23/2015**                          |                                           |
| 6           | 09/27/2015              | 9.1 Measuring Length; The Metric System  
9.2 Measuring Area and Volume  
9.3 Measuring Weight and Temperature                                                                 |                                           |
| 7           | 10/04/2015              | 10.1 Points, Lines, Planes, and Angles  
10.2 Triangles  
10.3 Polygons, Perimeter, and Tessellations                                                                 | History Project 1 Due                                           |
| 8           | 10/11/2015              | 10.4 Area and Circumference  
10.5 Volume and Surface Area                                                                 | History Project 2 Assigned                                           |
| 9           | 10/18/2015              | Review for Test 2 (if time permits) **Test 2 on DAY OF WEEK, 10/21/2015**                          |                                           |
| 10          | 10/25/2015              | 11.1 The Fundamental Counting Principle  
11.2 Permutations  
11.3 Combinations  
Review (if time permits)                                                                 |                                           |
| 11          | 11/01/2015              | 11.4 Fundamentals of Probability  
11.5 Probability with the Fundamental Counting Principle, Permutations, and Combinations                                                                 |                                           |
| 12          | 11/08/2015              | 11.6 Events Involving Not and Or; Odds  
11.7 Events Involving And; Conditional Probability                                                                 | Veteran’s Day on 11/11/2015                                           |
| 13          | 11/15/2015              | 12.1 Sampling, Frequency, Distributions & Graphs  
12.2 Measures of Central Tendency  
12.3 Measures of Dispersion  
12.4 The Normal Distribution  
12.5 Problem Solving with the Normal Distribution                                                                 | History Project 2 Due                                           |
| 14          | 11/22/2015              | Review for Test 3 (if time permits) **Test 3 on DAY_OF_WEEK , 11/25/2015**                           | Thanksgiving on 11/26-27                                           |
| 15          | 11/29/2015              | Review for Final Exam (if time permits)                                                                 |                                           |
12/06/2015  
**Final Exam on Monday, 12/07/2015, 6:00-8:30 P.M.**

Grades are due at the Registrar’s Office by Tuesday, 12/15/2015 at 9:00 A.M.
Homework and *MyMathLab*

You will complete all homework and quizzes ONLINE on the *MyLab & Mastering* website using *MML*. You are responsible for being able to work the questions assigned for homework. Be sure you understand how to solve all questions and are able to show all steps in their solutions because test questions come from this homework. Continue to work on homework assignments until you earn a 100% for each section. Homework is due by each test date that covers that material.

We can review only a few homework questions in class because of the aggressive lecture schedule. Use the *Help Me Solve This*, *Video Animation* tools, and the *Textbook* to assist you. If you still need help, use *Ask My Instructor* to send me an email or come see me during my office hours.

**IMPORTANT:** On the next page are the instructions for registering for *MyLab & Mastering* and *MML*. Complete this required registration as soon as possible so you can get started on your homework during the first week of class. If you cannot afford to obtain the Student Access Code during the first week, temporary access is available to *MML* for 14 days. Use this so you do not get behind in your homework.

*MyMathLab* is an interactive website where you can:

- Practice to improve your math skills.
- Study more efficiently. Create personalized study plans with exercises that match your book.
- Get help when you need it. Includes multimedia learning aids like videos and animations.
- Talk to a live tutor via a toll free number.

**What do I need to get started?**

1) **Valid email address.** If you don’t have one yet, contact ITS at (850) 474-2075 for a UWF student email address or set up a free account on a web site that offers this service, like GMail, Hotmail, or Yahoo.

2) **MyLab & Mastering Course ID.** The *MyLab & Mastering* course ID for this course is found at the top right of page 1 of this syllabus. This ID is unique for each course and section so please do not use an ID from another course or even from another section of the same course.

3) **Student access code.** You will find this on a card bundled with your textbook or, if it was not, you may purchase the Student Access Kit at the UWF Bookstore OR purchase online access with a credit card as previously described.
What steps do I take next?
In order to do homework you must register with MyLab & Mastering during the first week of the semester. Take the access card that was packaged with the text or access kit, review the section above one more time to verify that you have everything you need and then follow steps 1 – 6 below.

1) Go to pearsonmylabandmastering.com in your web browser.
2) Under Register, click Student.
3) Enter the Course ID from the upper right-hand side of page 1 of this syllabus exactly as shown and click Continue. Do not use the Course ID for another course. Your course information appears on the next page. If it does not look correct, contact your instructor to verify the Course ID.
4) Sign in with an existing Pearson account or create an account:
   a. If you have used a Pearson website before, enter your Pearson username and password. Click Sign in.
   b. If you do not have a Pearson account, click Create. Write down your new Pearson username and password to help you remember them.
5) Select an option to access your instructor’s online course:
   a. Use the access code that came with your textbook or that you purchased separately.
   b. Buy an access code using a credit card or PayPal.
   c. If you are unable to purchase an access code, get 14 days of temporary access (look for a link near the bottom of the page).
6) Click Go To Your Course on the Confirmation page. Under MyLab & Mastering on the left, click S201508 MGF1106-80810 to start your work.

Retaking or continuing a course?
If you are retaking this course or enrolling in another course with the same book and edition, be sure to use your existing Pearson username and password. You will not need to pay again.

To sign in later:
1) Go to www.pearsonmylabandmastering.com and click Sign in.
2) Enter your Pearson account username and password and click Sign In.
3) Under MyLab & Mastering on the left, click S201508 MGF1106-80810 to start your work.

The first time you enter your course from your own computer and anytime you use a new computer, click the Installation Wizard or Browser Check on the Announcements page. After completing the installation process and closing the wizard, you will be on your course home page and ready to explore your MML resources! Note: the software may already be installed in the school lab. Check with your lab administrator.

Need help?

MGF1106-80810 (Fall 2015) Course Syllabus, Version 2015/07/14 rev A
ADDENDUM FOR UWF ONLINE CAMPUS STUDENTS

This course is delivered completely online. You must have consistent and reliable access to the Internet. Learning at a distance may be a very different environment for many of you – and learning mathematics at a distance is VERY different from other online courses. In this course MyMathLab (MML) is used instead of eLearning that you may be familiar with in other online courses.

Lectures
Lectures are delivered using Blackboard Collaborate. An email will be sent to you before each online lecture that contains the URL (address) you will use to connect. You can hear the instructor speak and this is synchronized with what is written with the Smart Notebook software. You should try very hard to make it to the online lecture. If you do this, you can participate in the class and ask questions. If your schedule does not permit this, you must listen to the recorded lecture. Try to do this the same evening as the lecture and do not let these “pile up.” The recorded lecture are located in MML under Documents>Lecture Recordings. You are always welcome to attend the lecture at UWF if you wish.

Homework
You are assigned the same homework as the students that are in the local classroom at UWF. MML homework assignments and quizzes are completed using that system and are available to the instructor without further work. Other assignments will need to be submitted as a single PDF file. You may need a scanner in order to do this. DO NOT send the instructor a photograph of your assignment. It you are using Microsoft Word to do an assignment, you can save it as a PDF and send it to the instructor that way.

Testing
All tests and the final exam are pencil and paper exams just like the local students take. As with the lectures, you are welcome to come to the classroom at UWF to take the tests. If you take tests offsite, you must have an approved proctor. You must read the “Proctored Exams” web page at URL http://uwf.edu/online/getting-ready-for-class/proctored-exam-information in order to understand the requirements for a proctor. The link to the Proctor Approval Application form is on this web page. Your proctor must be approved within the first week of the class. Lack of a proctor is not an approved excuse for missing a test. You must schedule all tests and the final exam with your proctor for the test dates in the course schedule. You are responsible for arranging with your proctor to take all tests and final exam. Proctored tests must be returned within two days of a test date.

Email
The instructor will send all emails to your uwf.edu address using the Message Composer application. You must check your email often since this is the primary means of communication.

General Education Courses

MGF1106 is designated as a General Education course. The General Education curriculum at the University of West Florida is designed to provide a cohesive program of study that promotes the development of a broadly educated person and provides the knowledge and skills needed to succeed in university studies. This course has been approved as meeting the requirement in the mathematics area. The General Education learning outcomes for this course are Problem-Solving and Quantitative Reasoning.

Attendance:

This is a General Education course for which regular attendance and participation is required. If you miss class or do not complete the attendance record or task, you are absent. Only those absences that are defined in the University class attendance policy will be considered excused absences (http://catalog.uwf.edu/undergraduate/academicpolicies/general/).

In order for attendance to be verified each student will have to respond to the teacher through BlackBoard Collaborate. How and when you will be asked to respond will be up to the instructor. If a student needs to leave class early they are to notify the instructor before the class meets. If a student fails to do so he/she will be marked as absent.

If a student needs to miss a class meeting (or leave class early) they should email the instructor, preferably no later than three days before the absence, detailing why they can not attend. Contacting the instructor does not guarantee an absence will be excused. The final discretion is up to the instructor and may be contingent on the student providing documentation.

Students with 0, 1, or 2 unexcused absences will receive 3, 2, or 1 percentage point(s) respectively, to be added to their final grade, provided the student has at least a C- average. Students with 2 or more unexcused absences will be reported to their academic adviser. Students may receive at most 5 excused absences. All absences thereafter will be unexcused.

Financial Aid:

- In compliance with federal regulations, financial aid can only be disbursed to students whose attendance has been confirmed by the Instructor of Record during the designated period. Confirmed attendance is conducted by verifying classroom attendance. If a student has been approved for financial aid, funds will not be released until the instructor confirms attendance. To receive financial aid
on the normal distribution timeline, student attendance must be confirmed within seven calendar days of the course start date. A student may review confirmed attendance status by using the "My Classes" app in MyUWF.

- A student who stops attending class for any reason will not automatically be withdrawn and will still be responsible for any missed work. A student who stops attending class may be awarded a grade of NF. This grade may affect financial aid eligibility or require repayment of funds awarded.

**Helpful Tips**

Finally, you may want to incorporate these tips to help you get started:

1. Set a schedule – check the course web site early in the class week to see what tasks you'll need to work on for the week.

2. Become very familiar with the *MML* site and how to use it. There are tools to help you learn!

3. Team up with your classmates to discuss class assignments and questions you might have. Check the Discussion Board areas in order to connect with other students.

4. Ask questions when you need answers. Ask and answer questions on the Discussion Board. Use “Ask my Instructor” in the *MML* Homework to send questions directly to the instructor.

5. If you have questions that cannot be answered through other methods, contact the instructor as soon as possible! The instructor will work with you to come up with a solution.