

# Course Syllabus – Fall 2022

## Course Information

- Course Number and Title: MGF 1106 – Liberal Arts Mathematics
- Section Number: 72
- Course Credits: 3
- Description: MGF 1106—Liberal Arts Mathematics --- This course is designed for students whose majors do not require courses in Statistics, College Algebra or Pre- Calculus. MGF 1106 is not designed as a prerequisite for other mathematics courses. This course covers many mathematical skills including systematic counting and probability, statistics, geometry, sets and logic. Some topics related to the history of mathematics are also included in the course. This course counts toward the Gordon Rule mathematics requirement for the A.A. degree. Gordon Rule applies.
- This is a traditional online course, so there will be no scheduled class meetings. Students may contact me by the contact information listed below in the syllabus and on the Canvas home page.

## Course Materials

- A MyMathLab **access code** and scientific calculator are required.
- Students must register for MyMathLab through the “MyLab and Mastering” tab in Canvas. Going about this any other way results in a prompt for a course ID number, which is not necessary for this course.
- Instructions for registering for MyMathLab will be provided in Canvas.
- A valid webcam, microphone, and picture ID will be required for online proctoring through Honorlock.
- A tutorial video for taking exams with Honorlock will be provided in Canvas.
- Each MyMathLab access code includes an electronic copy of the textbook, so obtaining a physical copy of the textbook is optional.
- The electronic copy of the textbook will be available under the “eText” category in MyMathLab.
- Textbook: THINKING MATHEMATICALLY, 7<sup>th</sup> --- Blitzer

## Instructor Contact Information

- Name: Andrew Bosley
- Office Location: Ocala Campus Building 7, Room 2-207
- E-mail Address: [bosleya@cf.edu](mailto:bosleya@cf.edu)
- Phone: (352)-854-2322 Ext. 1403

## Office Hours (In Person, Room 2-207)

- Monday and Wednesday (10:30 - 11:00) AM, (12:30 - 2:00) PM, and (3:30 - 6:30) PM

## Online Hours (via e-mail or Canvas Chat)

- Thursday: (2:00 - 3:00) PM

Office hours will not be held during finals week or during scheduled college holidays and closure dates.

## Extended Emergency Closure

- For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our website [www.CF.edu](http://www.CF.edu)

## E-mail Contact and Course Announcements

- Class updates will normally be given through Canvas e-mail and the Canvas "Announcements" page.
- It is strongly advised for students to check their e-mail and Canvas announcements often.
- Students are welcome to e-mail me with any questions at [bosleya@cf.edu](mailto:bosleya@cf.edu)
- When sending an e-mail, please include your name, course, and section number. This description will help me in assisting you.
- Students may also use the "Ask My Instructor" function in MyMathLab homework assignments. This will send me a link directly the specific math problem that you requested help with.
- When sending an "Ask My Instructor" link, please include a description of what you are having difficulty with. This will help me to better answer any question(s) you may have.
- Please allow 24 hours response time for e-mails received from Monday morning to Friday afternoon.
- Please allow 48 hours response time for e-mails received from Friday evening to Sunday evening.
- Scheduled holidays and unforeseen emergencies may increase response time.

## Attendance Verification

- A student will be verified as “Attending” the course if both of the following objectives are completed:
  1. Successfully registering for MyMathLab
  2. Completing at least one homework assignment or exam

### Assignment and Exam Responsibilities

- It is the student’s responsibility to:
  - Pay close attention to the due dates for all homework assignments and exams. These dates are noted in the syllabus and in MyMathLab.
  - Make sure that all homework assignments and exams are completed on time.
  - Plan accordingly for taking exams. Students may take exams before their corresponding closing date!
  - Keep up with course material and not wait until the last moment to complete assignments.
- Students may work ahead on assignments if they choose.
- Students may take exams before the close date if they choose.
- Take note that the final exam may only be attempted during the dates of December 2 to December 8.

### Cheating/Academic Dishonesty

- Students must do their own work in this course. Cheating/Academic Dishonestly will not be tolerated!
- Exams are closed-book, closed notes. Students may not browse additional websites during an exam.
- Cheating consists of, but is not limited to:
  - Copying another student’s work
  - Assisting a student during an exam.
  - Use of notes, textbooks, documentation, or websites not allowed by the instructor during an exam
  - Any sort of cellular phone use during an exam.
- Consequences of cheating will result in a zero grade for the exam and possibly a ‘FF’ grade for the course.

### Learning Outcomes

- Quantitative and Analytical Reasoning - The student will understand and apply mathematical and scientific principles and methods:
  - Perform accurate computations using order of operations with and without technology.
  - Identify and organize relevant information and complete the solution of an applied problem.
  - Interpret and communicate understanding of visual representations of data.
  - Demonstrate mathematical number sense and unit sense.

## Assessment

- Grades in this course will be calculated from three categories of assignments:
  - Homework
  - Unit exams
  - A comprehensive final exam

## Homework

- Homework problems are found under the "Assignments" tab in MyMathLab.
- Students have unlimited attempts on a homework problem. If a student fails to answer a homework problem correctly three times in a row, a similar problem will be given in its place.
- Only homework problems completed prior to the due date will receive credit.
- Homework accounts for 25% of the final grade.
- All homework will be open on August 15.
- There will be four homework sets (one for each unit) assigned in this course. The due dates are arranged as follows:
  - Homework Set 1: Assignments for sections 1.1 – 1.3. and section 2.1 - 2.5 are due September 9 at 9:00 PM (EST).
  - Homework Set 2: Assignments for sections 3.1 – 3.8 are due October 7 at 9:00 PM (EST).
  - Homework Set 3: Assignments for sections 9.1 – 9.3 and 10.1 - 10.5 are due November 4 at 9:00 PM (EST).
  - Homework Set 4: Assignments for sections 11.1 - 11.8 and 12.1 – 12.2 are due December 2 at 9:00 PM (EST).
- There are also media assignments available in the Homework category. Media assignments are optional and carry no weight towards your grade, but they are an additional resource to assist in the course. They provide PowerPoint

slides, videos, and direct links to the text. Media Assignments will remain open for the entire semester.

## Exams

- There will be five (5) required exams in this course. Exams 1 through 4 are unit exams and will cover about 1 to 2 chapters of course material each. The fifth exam is a final exam that is comprehensive of all material covered in the course.
- A practice version of each exam will be available as additional study material. Practice exams are optional and carry no weight towards the final grade. However, attempting practice exams are a good way to study as they are similar to the actual exams. It is strongly recommended that students attempt the practice exam (multiple times if necessary) before attempting the actual exams.
- Exams are found under the "Assignments" category in MyMathLab.
  - Practice exams have the word "Practice" in the title.
  - The real exams have the word "Actual" in their title.
- Practice exams have unlimited attempts. Only one attempt will be allowed for each actual exam.
- Actual Exams are password protected. Passwords for these exams may only be entered by a test proctor/administrator.
- Passwords will not be given to students, so please do not ask for them. Requests for passwords will not receive a response.
- The dates each exam is available are noted in the syllabus and in MyMathLab. If a student fails to take an exam while it is available, the student will receive a zero on the corresponding exam.
- Please plan accordingly and take exams in a timely manner. Students may take exams before the due date.
- Each exam will be available for a significant amount of time, so no make up exams will be given.
- Each unit exam is worth 13.75% of the final grade (Four unit exams that total 55% of the final grade).
- The comprehensive final exam is worth 20% of the final grade.
- Scientific calculators may be used during exams.
- Exams 1, 2, 3, and 4 each have a time limit of 90 minutes to complete.
- The final exam has a time limit of 120 minutes to complete.

## Exam Proctoring

- Students will be using Honorlock to take exams in this course:
  - As of the Fall 2022 semester, there may be a fee to test via Honorlock. It is approximately \$5 per individual exam, or

approximately \$10 for the entire semester. If this information changes, I will notify the class as soon as possible.

- There are technology/hardware requirements when using the Honorlock online proctoring service. A valid webcam, microphone, and photo ID are necessary.
- When you are ready to take an exam, select the "Honorlock" tab in Canvas, choose the exam you wish to take, then follow the directions to get your exam started.
- A link to an Honorlock tutorial video is available on the Canvas "Home" page
- Students must follow Honorlock policies and procedures to use this online proctoring service.
- There may be a wait for password entry after the exam initialization procedures have been followed.
- Passwords will be entered automatically. Passwords will not be given to students.

### Potential Alternative Proctoring Options

- - Students may also test directly through MyMathLab at the Citrus campus testing center or Levy campus testing center by appointment, and as long as there are seats available. I will send out the information to the Citrus and Levy centers during the first week of classes. If you choose this option, please e-mail me with the date and time of each appointment made.
  - For the Ocala campus, the Mathematics Lab (Building 7, Room 106/107) may allow students to test at their location via Honorlock as long as there are seats available, and as long as the student can arrive to take the exam on a weekday, before 2:00 PM. For students that wish to make an appointment in the Mathematics Lab, please e-mail me at least one week in advance with a proposed date and time of testing so that I may make proper arrangements with them. If I am not contacted at least one week before the proposed date of testing, then the appointment will not be made with the Mathematics lab.

### Exam Availability

- Actual Exams will be available starting on August 22.
- Exams will close according to the following schedule:

- Exam 1 covers sections 1.1 – 1.3 and 2.1 - 2.5. It will be available until September 9 at 9:00 PM (EST).
- Exam 2 covers sections 3.1 – 3.8. It will be available until October 7 at 9:00 PM (EST).
- Exam 3 will cover sections 9.1 – 9.3 and 10.1 - 10.5. It will be available until November 4 at 9:00 PM (EST).
- Exam 4 will cover sections 11.1 - 11.8 and 12.1 – 12.2. It will be available until December 2 at 9:00 PM (EST).
- The Final Exam is comprehensive of all material covered in the course. It will be available starting December 2 and closes on December 8 at 9:00 PM (EST).

### Single Unit Exam Score Replacement

- If the grade received for the comprehensive final exam is greater than the lowest score obtained among the unit exams, then the final exam score will replace the lowest of the unit exam score.
- For example, if exam 1 = 60%, exam 2 = 80%, exam 3 = 70%, exam 4 = 75% and you then receive a 90% on the final exam --- your scores will become exam 1 = 90%, exam 2 = 80% and exam 3 = 70%, exam 4 = 75% and final = 90%.
- If the lowest unit exam score repeats, still only one score will be replaced.
- No score replacement will occur if the final exam grade is lower than the lowest unit exam grade.
- No score replacement will occur on a 0% obtained via cheating/academic dishonesty or cellular phone usage.
- No makeup exams will be given, but a single missed unit exam (which is considered as a 0%) is eligible for replacement.
- If the final exam is missed, it will count as a 0% and no score replacement will occur on a unit exam.

### Grades

- The final percentage grade will be calculated based on the following weights:
  - Homework: 25% of final grade
  - 4 unit exams at 13.75% each: 55% of final grade
  - Comprehensive final exam: 20% of final grade
- All grade progress in the course will be shown in the "Gradebook" category in MyMathLab
- Final letter grades will be calculated based on the following scale:
  - A = 90% to 100% --- 4 quality points

- B+ = 87% to 89% --- 3.75 quality points
- B = 80% to 86% --- 3 quality points
- C+ = 77% to 70% --- 2.75 quality points
- C = 70% to 76% --- 2 quality points
- D = 60% to 69% --- 1 quality point
- F = 59% and below --- No quality points
- FF = Failure: Academic Dishonesty --- No quality points

## Additional Resources

- In addition to the "Media" assignments in MyMathLab, I have provided my own notes and videos for many of the topics in this course. Links to these notes and videos are available in Canvas.

## Disclaimer

- The instructor reserves the rights to make any changes to these policies and procedures as well as the course outline as deemed necessary. The instructor will always strive to be fair about any changes.