Course Syllabus – Spring 2023

Course Information

- Course Number and Title: MGF 1106 – Liberal Arts Mathematics
- Section Number: 74
- 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.

Instructor Contact Information

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

Office Hours (In Person, Room 2-207)

- Mondays, Tuesdays, Wednesdays, and Thursdays (10:00 - 11:00) AM and (12:30 - 2:00) PM

Online Hours (via e-mail or Canvas Chat)

- Mondays: (4:30 - 5:30) PM

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

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.
- 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^{th} --- Blitzer

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

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
- 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 April 28 to May 4.

Cheating/Academic Dishonesty

- Students must do their own work in this course. Cheating/Academic Dishonesty 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 January 9.
- 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 February 3 at 8:00 PM (EST).
    - Homework Set 2: Assignments for sections 3.1 – 3.8 are due March 3 at 8:00 PM (EST).
    - Homework Set 3: Assignments for sections 9.1 – 9.3 and 10.1 - 10.5 are due April 7 at 8:00 PM (EST).
    - Homework Set 4: Assignments for sections 11.1 - 11.8 are due May 4 at 8:00 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 four (4) required exams in this course. Exams 1 through 3 are unit exams and will cover about 1 to 2 chapters of course material each. The fourth 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.
- 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 18% of the final grade (Three unit exams that total 54% of the final grade).
- The comprehensive final exam is worth 21% of the final grade.
- Scientific calculators may be used during exams.
- Exams 1, 2, and 3 each have a time limit of 90 minutes to complete.
- The final exam has a time limit of 120 minutes to complete.

Testing Procedures

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    - Exams (noted with the word "Actual") are password protected and must be taken in a proctored environment. Only test proctors and exam administrators will be able to enter passwords. Students will utilize one of the CF campus testing centers (Ocala, Citrus, or Levy) or use the Honorlock proctoring service to take exams in this course
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        - It is strongly advised that students who can reasonably do so, to make appointments at a CF testing center to take exams in this course. Business hours and contact information for the testing centers may be found on the CF website.
        - It is also strongly advised that students make appointments well in advance to ensure that they will be able to take exams before they close.
        - Students may attempt exams before their scheduled closure dates.
        - Students that are not within reasonable travelling distance of a CF testing center and/or students whose schedules will not allow them to take an exam within CF testing center business hours will have two additional options:
            - Option 1: Attempt the exam via the Honorlock proctoring service. The "Honorlock" tab is located in the list of tabs on the left. Honorlock is no longer a free service. As of January 2023, it will cost approximately $5 per individual exam. There is another cost option for a payment of

approximately $10 for access to attempt all exams in a single course. A valid photo ID, webcam, and microphone are necessary to use this service.
        - Option 2: The student must provide their instructor with the contact information of the testing center they choose to use. Students must provide this information at least ONE WEEK before they intend to take the exam so that proper arrangements may be made.
    - Students will be responsible for any expenses resulting from utilizing the Honorlock proctoring service or any testing centers that are not affiliated with CF.

Exam Availability

- Actual Exams will be available starting on January 9.
- 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 February 3 at 8:00 PM (EST).
    - Exam 2 covers sections 3.1 – 3.8. It will be available until March 3 at 8:00 PM (EST).
    - Exam 3 will cover sections 9.1 – 9.3 and 10.1 - 10.5. It will be available until April 7 at 8:00 PM (EST).
    - The Final Exam is comprehensive of all material covered in the course. It will be available starting April 28 and closes on May 4 at 8:00 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%, and you then receive a 90% on the final exam --- your scores will become exam 1 = 90%, exam 2 = 80% and exam 3 = 70%, 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
    - 3 unit exams at 18% each: 54% of final grade
    - Comprehensive final exam: 21% 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.