

Summer B 2023 Syllabus
MGF1106—Liberal Arts Mathematics (3—credits)
Section 72
Class Meets (Day & Time): Online

Instructor Contact Information

Instructor Name:	Thanease Roberts			Building 7	Office #102E	
E-mail address:	robertst@cf.edu			Phone # 352-854-2322	ext. #1346	
Office Hours	Mon	Tues	Wed	Thurs	Friday	Sat.
		11:00-12:00 ONLINE				

(During these hours emails will get a response as soon as possible. Other emails will be answered within 48 hours, however, note that I do not check emails on Saturday & Sun and holiday so there may be more than 48 hours before you get a response.)

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

Course Description

This course is designed for students whose majors do not require courses in Statistics, College Algebra, or Pre-Calculus. MGF1106 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 requirements for the A.A. degree.

Required:	MYMATHLAB/access code	Optional Materials (Text):	THINKING MATHEMATICALLY(LL)-W/MYMATHLAB
ISBN #:		Author of Text:	BLITZER
Required Materials:	MYMATHLAB access code and Scientific Calculator (Texas Instrument TI-30XS Multiview preferred). IF YOU USE A GRAPHING CALCULATOR, THE TESTING CENTER WILL RESET EACH TIME		

Student Learning Outcomes/Course Objectives

<http://inside.cf.edu/departments/curriculum/Learning%20Outcomes%20Subcommittee/2009-2010/Other%20Documents/L.O.%20Course-related%20Matrix%20Template%208-15-09.doc>

Learning Outcome	Quiz	Exam	Project	Classroom Activity
Quantitative and Analytical Reasoning: The student will understand and apply mathematical and scientific principles and methods.				
1. Perform accurate computations using order of operations with and without technology.	X	X		X
2. Identify and organize relevant information and complete the solution of an applied problem.	X	X		X

3. Interpret and communicate understanding of visual representations of data.	X	X		X
4. Demonstrate mathematical number sense and unit sense.	X	X		X

- **This course uses Canvas to post course announcements, the syllabus, discussion posts, and email.**
 - Go to <https://mycf.cf.edu/elearning>, and follow the instructions to login to Canvas.
 - If you are not familiar with Canvas, you may access a self-tutorial by hovering over the Courses tab in Canvas and clicking on the Getting Started in Canvas course. Additional Canvas tutorials can be found under the help menu in the upper-right corner of your Canvas page.
 - If you have any questions or encounter any problems logging on to Canvas or within the system, contact the Distance Learning Help Desk Monday through Friday, 8 a.m.-4:30 p.m. (fall and spring hours), at dlhelp@cf.edu or at 352-854-2322, ext. 1317.
- **This course requires 4 proctored assessments.**
 - We will be utilizing Honorlock for proctored testing through canvas or a CF testing center. A fee of approximately \$5 – 10/assmt will be required. You will need your photo id or student id, working web camera and microphone, google chrome browser with pop-up blocker disabled, and all the necessary tools for the test (scrap paper, pen or pencil, calculator). There is no fee for this service this summer. For assistance with online proctoring after you have contacted your instructor, please contact E-Learning at 352-854-2322 ext. 1317.
 - Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.
 - To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install
 - When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.
 - Good luck! Honorlock support is available 24/7/365. If you encounter any issues, you may contact them by live chat, phone (844-243-2500), and/or email (support@honorlock.com).

Class Attendance: Attendance verification will be completed once the student registers in MyMathLab TO BE VERIFIED FOR FINANCIAL AID AND THE OFFICIAL COLLEGE REGISTRAR'S ATTENDANCE.

HOW THE COURSE WORKS:

1. Students will log in to CANVAS from the CF web portal or <http://www.cf.edu/distance/>
2. After logging in to CANVAS, students should READ the instructions very carefully and follow the steps outlined.

3. Once registered in **MyMathLab**, students are expected to view the powerpoints provided for each section in **MML** (under the homework tab). If additional help is needed to understand the concepts, students can use **ASK A TUTOR OR ASK MY INSTRUCTOR** link in the homework problems or use on campus resources.
4. In MyMathLab you will be able to access the course syllabus, course powerpoints, course end of chapter quizzes, and homework problems. If you look at the powerpoints and do the homework, you will be well prepared for the proctored tests.

Homework: Homework will be assigned for each section covered. Powerpoints are provided to help you understand the topics covered. The student is expected to complete each assignment and if the student encounters difficulties with a problem(s), then the students should click the **VIEW AN EXAMPLE** or **ASK MY INSTRUCTOR** button which sends an email alert to the instructor. The student can also get assistance from MML online tutors (just click the tab that says **ASK A TUTOR**) or the student can get assistance in the on campus Math Center. The homework assignments have due dates posted in MyMathLab. **DO NOT MISS THE HOMEWORK DEADLINES!!!! THERE WILL BE NO OPPORTUNITY TO MAKE-UP MISSED HOMEWORK.** Please allow 48 hours for a response to homework questions. Remember that I do not check emails on Saturdays, Sundays, and holidays so the response time may be longer depending on when the email was sent.

Discussion Posts

Discussion posts provide an opportunity for you to think about math and apply the concepts while meeting your classmates. In CANVAS students will have an opportunity to respond to 4 questions posed. Then students will need to respond to one other student's post. There are **TWO DEADLINES** – one for the first post and one for the response post. Deadlines to post and deadlines to respond are listed in the schedule below as well as in CANVAS. **THIS IS THE ONLY GRADED activity in CANVAS.** Email reminders will be sent so be sure to check your email PATRIOTS email frequently.

Tests: Tests must be taken in a proctored setting. All test will be on the computer. Due dates for tests are listed in the schedule below. You can take the test **BEFORE** and **ON** the due date but not after the due date. If in Marion, Citrus, or Levy counties you will be able to take the tests in the CF testing center at no cost. **If not, then you will need to contact me immediately so that we can set up alternate proctored testing arrangements.** Any charges associated with alternate proctored sites are the student's responsibility.

TEST #1 – covers chapter 1 and 2

TEST #2 – covers chapter 3

TEST #3 – covers chapter 9 & 10

TEST #4 – covers chapter 1, 2, 3, 9, 10, and 11 and 12.1 and 12.2

(please note that in some chapters sections may be omitted)

If you miss a test a score of zero will be recorded. At the end of the semester, your lowest test grade will be replaced with the final exam score if higher. **THE FINAL EXAM MUST BE TAKEN IN ORDER TO PASS THE CLASS. YOU WILL RECEIVE A FAILING GRADE IF YOU DO NOT TAKE THE FINAL EXAM.** So, for example, if you miss a test, that zero will be your lowest and will be replaced with the final exam score. Replacement of the final exam will only occur once, for a single missed test or if you take all the tests, your lowest test score assuming that the final exam grade is higher. **A detailed ANNOUNCEMENT about proctored testing procedures is included in CANVAS.**

Assignments are weighted as follows:	Homework (online in MML)	18%
	CANVAS Discussion Posts	12%
	Proctored Tests	70%

Grades: The final grade will be calculated based upon your performance on the above assignments. The following system will be used for the final grade:

A – 90 – 100%	B+ - 89 – 87 %	B – 80 – 86 %	C+ - 79 – 77%
C – 70 – 76%	D – 60 – 69%	F – 0 – 59%	
FF – Failure due to academic integrity issues			

Make-up policy if needed:

Course Schedule/Outline

MGF1106 Course Outline

(All Assigned homework is listed in MyMathLab with due dates. You can work AHEAD of the schedule. All discussion posts are in CANVAS.) **(YOU CAN WORK AHEAD OF THE SCHEDULE!!!)**

Suggested Timeline	Section
June 28 - July 2	1.1, 1.2, 1.3 (watch powerpoints) CANVAS 1 st post before June 30 midnight CANVAS 1 st response before July 2 midnight
July 2 – July 6	2.1, 2.2, 2.3, 2.4, 2.5 (watch powerpoints) CANVAS 2 nd post before July 5 midnight CANVAS 2 nd response before July 6 midnight Do chapter 1 MML Homework before July 6 midnight Do chapter 2 MML Homework before July 6 midnight
Before close of testing site on July 6	Proctored test for Chapter 1 and 2 at a proctored environment BEFORE July 6 close of business Make sure to utilize Honorlock!! CF CLOSED ON FRIDAYS!!!!
July 7– July 13	3.1, 3.2, 3.3, 3.4, 3.5, 3.6 (watch powerpoints) Do chapter 3 MML Homework before July 13 midnight

Before close of testing site on July 13	Proctored test for Chapter 3 at a proctored environment BEFORE July 13 close of business Make sure to utilize Honorlock!! CF CLOSED ON FRIDAYS!!!!
July 14 – July 24	9.1, 9.2, 9.3 (watch powerpoints) CANVAS 3 rd post before July 23 midnight CANVAS 3 rd response before July 28 midnight
July 25	LAST DAY TO WITHDRAW WITH A “W”
July 25 – July 31	10.1, 10.2, 10.3, 10.4, 10.5, 10.6 (watch powerpoints) Do chapter 9 MML Homework before July 28 midnight Do chapter 10 MML Homework before July 28 midnight
Before close of testing site on July 31	Proctored test for Chapter 9 and 10 at a proctored environment BEFORE July 31 close of business Make sure to utilize Honorlock!!! CF CLOSED ON FRIDAYS!!!
Aug 1 – Aug 6	11.1, 11.2, 11.3, 11.4, 11.6, 11.7 (watch powerpoints) 12.1, 12.2 (watch powerpoints) CANVAS 4 th post before August 4 midnight CANVAS 4 th response before August 6 midnight Do Chapter 11 and 12 MML Homework BEFORE August 6 midnight
Before close of testing site on August 9	Proctored test (final) for Chapter 1, 2, 3, 9, 10, 11 and 12.1 and 12.2 THE FINAL EXAM MUST BE TAKEN IN ORDER TO PASS THE CLASS. YOU WILL RECEIVE A FAILING GRADE IF YOU DO NOT TAKE THE FINAL EXAM. DUE BEFORE August 9 close of business ANTICIPATE LONG WAITS. DO NOT WAIT UNTIL THE LAST MINUTE.

STATEMENT: Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered. The instructor will always strive to be fair about any changes.

Tutoring is free for CF students:

Ocala Campus	Mathematics Lab,	Building 7, Room 106	352-854-2322, ext. 1259
Ocala Campus	Learning Support Center	Building 3, Room 101	352-854-2322, ext. 1246

