

***MGF 1107 Mathematics for the Liberal Arts Online***

***Course Syllabus***

*Summer 2020:* May 4 – July 28

*Professor Ryan Sandefur*

**Class Information:**

| **CRN/Section** | **Days** | **Time** | **Campus/Room** |
| --- | --- | --- | --- |
| 33835/C077 | Online | N/A | Downtown Valencia/UCF Campus (DTC) |

**Instructor Information**

Name: Professor Ryan Sandefur

Email: rsandefur@valenciacollege.edu

Office Phone: 1-407-582-1794\*

Cell Phone: 1-407-900-8378

Office Location: DPAC 340\*

\**I will be out of the office until further notice.*

**Office Hours:**

Monday-Friday: 12:00-2:00 pm (Virtual Hours Only) Appointments preferred.

*Communication available via email, phone/text, or video conference (e.g. Zoom, Microsoft Teams)*

Beyond office hours, I will do my best to respond to texts or emails within 24 hours. I generally respond within in a much shorter time frame, however. Allow for 24-48 hours on weekends or holidays.

**College Contacts**

Executive Dean, DTC: Dr. Eugene Jones 1-407-582-5508

Learning Support Services, Manager: Ning Christopher 1-407-582-1120

Instructional Math Lab Supervisor: Jennifer Nelson 1-407-582-3508

**Learning Support Center**

* Tutoring Offered Online via Zoom by Valencia College tutors
* Students will still access online tutoring by clicking on the Help icon on the Navigation Toolbar in Canvas and clicking on Online Tutoring. For more information, students can visit the following page: [https://libguides.valenciacollege.edu/distancetutoring](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.valenciacollege.edu%2Fdistancetutoring&data=02%7C01%7Crsandefur%40valenciacollege.edu%7Cbae3b05a182b4ead6e6808d7ec7f4204%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637237903634569540&sdata=ewu6oLCS%2BuoS%2B3wyYe988mtVvtb0kbX7dzeLll1peFU%3D&reserved=0)

**Summer Operation Days and Times:**

* Monday - Thursday: 7 am - 12 am (midnight)
* Friday: 7 am - 12 pm (noon)
* Saturday - Sunday: 9 am - 6 pm

**Course Description**

This course covers topics chosen from problem solving, numeration and mathematical systems, financial mathematics, voting techniques and apportionment. Gordon Rule course. Minimum grade of C required if course is used to satisfy Gordon Rule and general education requirements.

**Course Prerequisites**

Minimum grade of C in MGF 1106, MAT 1033C, MAC 1105, or STA 2023 or appropriate score on an approved assessment

**Course Textbook(s) & Materials**

**REQUIRED: MyMathLab (MML) Student Access Kit**

Purchasing Options: Access MUST be purchased by one of the following methods

* Purchase a custom Valencia/UCF MML Access Kit at the DTC bookstore at discounted rate through website: <https://ucf-vc.bncollege.com/shop/ucf-valencia/home>

**--OR--**

* Purchase instance access through MyMathLab with a debit or credit card.
* Important Note: For this course, MyMathLab can only be accessed via the “**Mylab and Mastering”** menu item in Canvas; therefore, there is **NO COURSE ID.** Do not try to access the course via the MyMathLab webite, as it will not work—it can **only** be accessed through Canvas.

**RECOMMENDED CALCULATOR:**

* **TI-84+** or approved (Non-CAS) graphing calculator. This is recommended if you must take MAC 1105 or STA 2023.

**--OR--**

* **TI-30XIIS** or other approved scientific calculator.

**OPTIONAL TEXTBOOK:**

* A Survey of Mathematics with Applications, 10th edition, Angel, Abbott & Runde.

ISBN: 978-0134112107

* Note: A virtual copy of the textbook is available through MML, so a physical textbook is not necessary. If you wish to buy a physical textbook, please speak to the instructor for additional purchasing options.

**Course Components**

**Attendance**

* Attendance will be taken based on your course activity in MML.
* A student’s Last Date of Attendance is determined by the last date of activity in MML.

**GRADING POLICY**

* All course work (homework, quizzes, exams) are assigned in MyMathLab. Each unit has specific due dates. See MGF 1107 Daily Topics for a list of all assignments, quizzes, and tests with their due dates.
* Technical Problems such as power outages and unavailability of Internet connections can happen. Do not wait until the last minute to complete your assignments. **Technical problems are not grounds for a due date extension**. Complete each unit BEFORE the deadline to anticipate issues,

**MyMathLab Quizzes = 10%**

Quizzes are assigned in each unit in MyMathLab. Refer to the daily topics and MyMathLab for specific due dates. It is the student’s responsibility to stay on top of due dates. Students will have two attempts at each quiz completed in MyMathLab. The higher of the two scores will count toward the quiz grade. Quiz due dates **will not** be extended under any circumstances. The average of all quiz grades will make up 10% of your overall grade.

**MyMathLab Homework = 20%**

* Homework is assigned in MyMathLab (MML) for each section covered. Refer to the Daily Topics for a list of all homework assignments and due dates. Due dates are also shown in MML for each assignment.
* Homework can be completed after the due date for a **20% penalty per day (which means there is no credit after 5 days late**.
* Completion of homework on a regular basis is crucial to your success in this course. It is your responsibility to stay on top of due dates.
* Please use the Ask the Instructor feature in MML to email your instructor about specific homework question. You are also encouraged to seek assistance from the instructor during office hours if you encounter difficulties or visit the Math Lab tutoring (Upper level math tutoring is available in the rooms on the left of the lab entrance. The main lab area is for developmental math tutoring only. Math Lab hours are on page one of the syllabus).

**Unit Exams = 40%**

Four scheduled unit exams are assigned in MyMathLab. You only have **one attempt** for each unit exam, so be sure to study any practice exams or review that I make available before taking the exam.

Each exam is timed at **2 hours** and must be completed in one sitting. Exams cannot be completed after the due date.

**Final Exam = 30%**

* This course requires a final exam. The final exam may be completed remotely (off campus), but may require submission of written work for manual grading. Therefore, you must have the technology capable of scanning handwritten work as a **PDF document** to upload into Canvas.
* The final exam is cumulative and counts 30% of your overall grade.
* The final exam must be taken on or before July 28, no exceptions!

**Grading Policy**

|  |  |
| --- | --- |
| Assessment | Percent of Final Grade |
| Homework | 20% |
| Quizzes | 10% |
| 4 Unit Exams | 40% |
| Final Exam | 30% |
| Total | 100% |

**Grading Scale**

All grades will be truncated after two decimal places and rounded accordingly.

|  |  |
| --- | --- |
| Percentage | Grade |
| 90%-100% | **A** |
| 80% - 89% | **B** |
| 70% - 79% | **C** |
| 60% - 69% | **D** |
| 0% - 59% | **F** |

**Make-Up Policy:**

All homework assignments, quizzes and exams must be completed by the unit due dates. Homework can be completed after the due date for a 20% deduction per day late (after 5 days no credit will be awarded). Quizzes cannot be completed after the due date and will be assigned a zero. Unit exams cannot be completed late.

**Withdraw Policy:** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who does not attend class during the first week of class will be dropped from the course by the instructor.

* Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline will receive a grade of “W.”
  + **Important Dates and Deadlines, including withdrawal dates, may be found here:** <https://valenciacollege.edu/academics/calendar/>
* A student is not permitted to withdraw after the withdrawal deadline.
* **Important Note**: The professor CANNOT withdraw a student after the deadline on the Downtown Campus.

**Valencia Student Core Competencies:**

* Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success.  This course will help you develop and demonstrate the abilities to (1) **think** clearly, critically, and creatively; (2) **communicate** with others verbally and in written form; (3) make reasoned **value** judgments and responsible commitments; and (4) **act** purposefully, reflectively, and responsibly.

**Academic Honesty**

Plagiarism or cheating of any form will be cause for **immediate removal from this class, a course grade of F and referral of this incident to the Dean of Student Affairs/Mathematics**. Cheating is defined by any behavior that can be construed as cheating such as blatant cheating, looking at somebody’s paper, talking or whispering during a test, copying (including all take-home activities, examinations, and/or homework assignments), use of a cellular phone or other electronic device without prior permission, suspicious behavior, or failing to follow appropriate procedures for taking a test as prescribed by the instructor. **SIMPLY stated, cheating will not be tolerated.**

**Special Accommodations**

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (Danelle Maschhoff, Testing & Accessibility Office, Union West #210).

**Student Resource for Assistance**

Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**E-mail Communication Policy:** The instructor will only correspond with you through your Canvas or atlas e-mail only. Students are expected to check their Canvas and Atlas e-mail daily. The instructor may send updates, announcements, changes, etc. to your atlas e-mail. Students are responsible for all messages sent to your atlas e-mail by the instructor. The instructor will not correspond with any other e-mail account, PDA, or cell phone. All e-mail correspondence must originate from your Valencia account. Grades are discussed by appointment only or through your atlas e-mail. All e-mail by students and the instructor should be respectful and professional. Students should identify their name, class that they are in, and a complete message using respectful language, complete sentences, and proper grammar. A subject line is mandatory.

**Other policies & Information:**

**Computer/Equipment Use Policy:** This course relies on the use of technology to aid in your learning. You are expected to check Canvas and your e-mail at least once before class to ensure that you have the most current information. Computers are available on campus if you do not own one. If you experience any technical issues, call the support number below.

Canvas Help Desk: (407) 582-5600 or visit <https://valenciacollege.edu/students/learning-support/>

ATLAS Student Help Desk: (407) 582-5444 or <https://valenciacollege.edu/about/support/>

OIT Help Desk: (407)-582-5554

**Valencia College: Summer Laptop Loan Program**

Valencia College’s Office of Information Technology (OIT) [has acquired 1,000 new laptops to loan to students](http://thegrove.valenciacollege.edu/provost-update-april-2020/#Laptops) through Friday, July 31 who are registered for the summer semester and have expressed technology needs. To apply for a new laptop for summer use visit:

<https://valenciacollege.edu/laptop>