THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

MA 102 – ZNC Intermediate Algebra (31876)
Spring 2025 Syllabus

Instructor Information

Instructor: Stephanie Phillips
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Details for Contacting the Instructor appear later in this syllabus.

Course Information

Credit Hours: 3 hours.

Instructional Method

Face-to-Face: This class will be conducted in person, on campus, on the days and times listed in the course schedule. Your class will meet in **both** the classroom listed on BlazerNet **and** in the Math Learning Lab, HHB 202. In BlazerNet, open the green hyperlink displaying the class time for complete details. Safety measures must be followed as required by the University. There are online components to this course all of which will be accessed through Canvas.

Students in this course are required to submit the ALEKS Initial Knowledge Check assignment **and** log two hours of active learning in ALEKS during the Drop/Add period of the term (1/13 – 1/21). Failure to do so by the end of the Drop/Add period may result in administrative withdrawal from the course. Students who add the course after the first day of class are required to contact the course instructor within 24 hours to verify their late enrollment and acknowledge the reading of this syllabus. The Initial Knowledge Check will be proctored in HHB 202 **during the first Lab meeting on Tues. Jan 14th.** It is essential that students make every effort to attend their first Lab session. Students will need their BlazerID and password to use the Lab computers.

Catalog Course Description: Absolute values, Cartesian coordinates, graphs of linear equations, concept of a function, linear systems, algebra of polynomials, factoring of polynomials, algebra of rational expressions, literal equations, word problems involving linear, rational and quadratic models, integer and rational exponents, radical expressions, rational, radical and quadratic equations, complex numbers.

Course Objectives

Upon successful completion of this course, students will be able to:

- Solve linear equations and inequalities in one variable, solve absolute value equations and inequalities, and use interval notation and the real number line for describing solution sets.
- Graph linear equations in two variables, recognize and use the equation of a straight line in different forms.
- Use the slope to identify parallel or perpendicular lines, solve linear systems of two equations algebraically and by graphing lines, and use linear systems of two equations to solve a variety of verbal problems.
- Perform arithmetic operations on polynomial expressions, factor polynomials, and solve polynomial equations by factoring.
- Identify rational expressions and functions and their domains. Multiply, divide, add, and subtract rational expressions, simplify complex fractions, and solve rational equations.
- Know the rules of exponents and apply them to simplify expressions involving positive and negative rational exponents.
- Combine, multiply and divide radical expressions and solve radical equations.
- Solve quadratic equations by factoring, by the square root method, by completing the square, and by using the quadratic formula.
- Interpret square roots of negative numbers as complex numbers and perform arithmetic operations on complex numbers.
- Create, interpret, and use linear, polynomial, and rational models to solve problems in a variety of application areas.

This course is about developing quantitative reasoning ability as well as acquiring specific mathematical skills (algebra, arithmetic, etc.). The above learning outcomes are realized in the course with a variety of learning opportunities (e.g., classroom and lab instruction, computer-aided examples, explanations, guided solutions, etext, videos, and peer interaction).

Prerequisites and/or Corequisites:

"C" or better in MA 098 or MPL 30 or EMA E.

Required Text and Course Materials

Access to ALEKS online courseware is required in MA 102. This courseware is available through Canvas with the First Day Access program.

There is no need to copy and paste an access code from the First Day Access page. Simply open the ALEKS tab to start using your required materials.

An on-screen scientific calculator will be used for all assignments therefore students **do not need** to purchase a calculator. Students will be provided with two free calculator resources:

1. ALEKS built-in calculator tool -or-
2. Desmos scientific calculator

Information about First Day:

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas. UAB will bill you at the discounted price as a course charge for this course. The charge should show as Book Charges First Day on the student's account in Banner. It is NOT recommended that students Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. For more information and FAQs go to customercare.bncollege.com

Help! I do not have access to First Day or ALEKS!

If you have recently registered for the course, it may take a few days for your access to become available. Be patient and check back in 24 hours. If the issue persists, contact the UAB Bookstore for assistance.

Having trouble?

- Feel free to stop by the Math Learning Lab in HHB 202 for one-on-one assistance.
- First Day Access not working or have questions about the First Day Access Program cost or billing? View UAB Office of Learning Technologies - First Day Access site or contact the UAB bookstore .
- New to Canvas? See Guides/Tutorials – Follow the Student Guides.
- New to ALEKS? View Student user guide. More resources and video tutorials are available in Canvas Modules.
- Having technical issues with ALEKS? View ALEKS student support tools or Contact ALEKS support team via chat, phone, or email.

Divisive Concepts

All University faculty, instructors, and teaching staff have the academic freedom to explore, discuss, and provide instruction on a wide range of topics in an academic setting. This class may present difficult, objectionable, or controversial topics for consideration but will do so through an objective, scholarly lens designed to encourage critical thinking. Though students may be asked to share their personal views in the academic setting, no student will ever be required to assent or agree with any concept considered "divisive" under Alabama law, nor penalized for refusing to support or endorse such a concept. All students are strongly encouraged to think independently and analytically about all material presented in class and may express their views in a time, place, and manner consistent with class organization and structure, and in accordance with the University's commitment to free and open thought, inquiry, and expressions.

Shared Values Statement

Collaboration, integrity, respect, and excellence are core values of our institution and affirm what it means to be a UAB community member. A key foundation of UAB is diversity. At UAB, everybody counts every day. UAB is committed to fostering a respectful, accessible, and open campus environment. We value every member of our campus and the richly different perspectives, characteristics, and life experiences that contribute to UAB's unique environment. UAB values and cultivates access, engagement, and opportunity in our research, learning, clinical, and work environments. Our [School] aims to create an open and welcoming environment and to support the success of all UAB community members.

Student Access to Grades

Students earn their grade in the course by **accumulating points not by weighted percentages**. All assignment grades will be posted and maintained in the math department database, which can be accessed by going to https://secure.cas.uab.edu/mll/db/. A link to the database is also available in Canvas- Home – Check Your Grade. Inside ALEKS, assignment scores will be displayed as a percentage. The percentage will be converted to points in Canvas and loaded accordingly into the math department database. Your ALEKS scores will sync to Canvas after the assignment due date has passed.
Please note: the math department database does not sync automatically with ALEKS or Canvas. Instead, the **grades are manually updated about twice a week.** There is no need to panic if the database score does not instantly match your completed work in ALEKS.

Graded Assignments and Activities Overview

Assignments and Activities	Max Pts per Assignment	No. of Assignments	Total Points
Initial Knowledge Check	4	1	4
Personalized ALEKS Module (PAL)	11	12	132
Pie Progress Goal	6	3	18
Time Goal – 3 hours per week in ALEKS	6	11	66
Participation	3	12	36
Application Homework	6	6	36
Prep Homework	7	12	84
Quiz	35	3	105
Test	100	3	300
Final Exam	240	1	240
Mastery Knowledge Check	4	1	4
		Total	**1025***

*25 bonus points are built into the course to cover a variety of unexpected delays and unforeseen emergencies. Make-up policies and late penalties are detailed later in this document.

Grading Scale

Points Earned	Course Grade
880-1000	A
760-879	B
620-759	C
500-619	D
Below 500	F

Students must earn a **B** or higher to enroll in MA 107. Students must earn a **C** or higher to enroll in MA 105, MA 180, or MA 313**.** To maximize success in any of these future math courses, students should strive for a B. See UAB Department of Mathematics course catalog.

Assignments and Activities Descriptions

This course is primarily computer-based. **All assignments are accessible through Canvas.** Students must have a BlazerID & password, reliable internet access, and the proper equipment to successfully complete the course. **Please note - many scores become permanent after the assignment due date passes,** so students should make every effort to earn as many points as possible by completing their assignments by the posted due dates.

ASSIGNMENT SUBMISSION POLICY:
Students may only use the learning tools and calculators provided within an ALEKS assignment to submit their work. The use of any non-ALEKS linked tool/resource is strictly prohibited for all assignments in this course. For example, students are not allowed to use handheld calculators, AI (ChatGPT, Copilot, Gemini), mathway, photomath, or the like on any ALEKS assignment. Students suspected of using any outside resource may be reported for Academic Misconduct.

INITIAL KNOWLEDGE CHECK: During the first lab meeting in HHB 202, students will be proctored to complete an Initial Knowledge Check. To ensure accuracy, students will be required to show an ID, remove smartwatches, and place their phones on the floor. The knowledge check may look a little scary, kind of like a test. Don't worry, it is simply designed to personalize your ALEKS experience by starting your assignment path with the topics that you are most ready to learn. Complete the knowledge check thoughtfully and carefully. Have writing materials on hand and try to answer each question to the best of your ability. Even an incorrect answer will reveal a partial knowledge of Algebra topics. This assignment is worth 4 points and full credit is given upon completion.

PERSONALIZED ALEKS MODULE (PAL): There are 12 Chapter-based Personalized ALEKS Modules (PAL), and each is worth 11 points. After the Initial Knowledge Check is completed, students should begin working on their ALEKS learning path. Students typically learn more and stress less by gradually working their way through the PAL Modules over the span of several days. The amount of time required to complete a PAL Module will vary by student. As the semester progresses and topics become more difficult, additional time may be required to complete the PAL Modules by the due date. Points are sent to Canvas based on completion percentage. If there are 32 topics in PAL 1, and a student completes 25 topics by the due date, this is 78.125% completion. Each PAL Module is worth 11 points so, the student's score for PAL 1 in Canvas would be (0.78125)(11) = 8.59 points**. Note: PAL Module completion is used as a prerequisite for accessing other assignments, so students should make every effort to complete the PAL modules by the due date.**

Open Pie versus Focused Pie: To assist students in accomplishing relevant topics which correspond to the nearest due date, the PAL Modules will be in Focused (locked) mode from Wednesday to Sunday. On Monday and Tuesday, students will experience an Open Pie which will allow you to catch up on overdue topics or work ahead. When your weekly PAL Module reaches 100% completion, you will also be switched to Open Pie mode. Students always have access to mastered topics through the Review menu in ALEKS.

PIE PROGRESS GOAL: There are 3 ALEKS Pie Progress Goals, and each is worth 6 points. The Pie Progress measures how many PAL topics are mastered by certain benchmarks dates during the semester. If Pie Progress 2 is set for 68% by 3/18/25, this means that the student should have completed 68% of their overall Pie by this date. Pie Progress points are designed to incentivize full pie completion. Pie Progress Points are sent to Canvas based on completion percentage. If there are 333 PAL topics, Pie Progress 2 at 68% would represent 227 completed topics. If a student completed 200 topics out of 227 by the due date, this is 88.1%. Each Pie Progress Goal is worth 6 points so, the student's score for Pie Progress 2 in Canvas would be (0.881)(6) = 5.3 points. The points earned by the due date are permanently recorded, so students should make every effort to meet the Pie Progress Goals on time.

TIME GOAL: There are 11 weekly ALEKS Time Goals (3hr), and each is worth 6 points. Weeks run from Monday – Sunday. Time Goals are achieved by spending a minimum of 3 hours each week on active learning in ALEKS. The best way to accomplish this is to set aside time each day to work on your PAL Modules and/or Homework. Most ALEKS assignments are mobile-friendly so time could even be logged during a lunch or coffee break (tip: access Canvas - ALEKS from a mobile web browser instead of using the Canvas app). Students should be aware that the 3-hour Time Goal grade is a bare minimum requirement. Completing your PAL modules by the due date will likely take much longer. **Time Goal scores are recorded on an "all or nothing" basis. If a student logs 3+ hours for Time Goal 1, then 6 points will be sent to Canvas. If a student logs anything under 3 hours, the score for Time Goal 1 will be recorded as 0 points for the week.** The points earned by the due date are permanently recorded, so students should make every effort to meet the Time Goal each week.

PARTICIPATION: For 12 weeks, students can earn 3 points per week by attending class and actively participating in learning activities as deemed appropriate by the instructor. Students will be expected to **sign the roster** upon entering each class. Participation points may be assessed in real-time during the class/lab meeting or involve handwritten work to be collected and graded. **Students who engage in activities not directly related to the learning objectives will not earn participation points for that class/lab and may be asked to leave the meeting that day.** Examples of conduct that could cause a loss in participation points include (but are not limited to): unrelated/distracted usage of an electronic device, working on material from other classes, listening to media on headphones or earbuds, eating, sleeping, arriving late, leaving early, copying work from other students, behavior or conversations that distract the student or others from the learning objectives, and engaging in other personal activities not related to learning objectives. No make-up work will be available for In-Class Assignments & Participation points.

APPLICATION HOMEWORK: There are 6 Application Homework assignments, and each is worth 6 points. Students will receive 4 attempts to submit a correct answer on each problem. If the answer is still incorrect after 4 attempts, students must move on to the next problem in the assignment. Once the assignment is completed, students will have an opportunity to retake the homework using a "quick retake" which will only require completion of the problems marked incorrect. Students are allotted unlimited retake opportunities for Application Homework assignments. Several learning tools are available in the Application Homework assignments. Some tools (explanation and guided solution) will deduct one attempt from the allotted four. Accessing the example, etext, instructor resources, calculator, and videos will **not** deduct an attempt. Points are sent to Canvas based on accuracy percentage. If a student scores 80% on Application Homework 1 and each assignment is worth 6 points, the student's score for Application Homework 1 in Canvas would be (0.8)(6) = 4.8 points. Students will incur a 35% late penalty for any problem submitted after the due date.

PREP HOMEWORK: There are 12 Prep Homework assignments, and each is worth 7 points. Like Application Homework, students will again receive 4 attempts to submit a correct answer on each problem and unlimited quick retakes of the assignment. However, the learning tools should be regarded differently for these assignments. Since the Prep Homework assignments are designed to gauge the student's readiness for an upcoming Test, the student should try each problem on their own before seeking assistance from the learning tools. This technique will help a student self-diagnosis their personal strengths and weaknesses before the Test. Learning tools should only be used when a student answers the problem incorrectly and is unable to locate their mistake. Note: To adequately prepare for the quiz/test, students should also use the Review Assignment link to the far right of each Prep Homework. This will generate extra (ungraded) practice problems which will help improve your mastery and confidence. Points are sent to Canvas based on accuracy percentage. If a student scores 70% on Prep Homework 1 and each assignment is worth 7 points, the student's score for Prep Homework 1 in Canvas would be (0.7)(7) = 4.9 points. Students will incur a 35% late penalty for any problem submitted after the due date.

QUIZ: There are 3 Quiz assignments, and each is worth 35 points. Quizzes should be regarded as a collection of 3 mini-tests and will be proctored in the Math Learning Lab, HHB 202, under the same policies as tests (see test category below). Students suspected of violating the policies or using any outside resources will be reported for Alleged Academic Misconduct. The Quizzes are timed and must be taken in one 35-minute sitting. Upon completion of a quiz, students should remain in the lab for the entire class session and continue working in ALEKS. Quiz points are sent to Canvas based on accuracy percentage. If a student scores 75% on Quiz 1 and each assignment is worth 35 points, the student's score for Quiz 1 in Canvas would be (0.75)(35) = 26.25 points.

Retake for Quizzes: Around midterm, students will be allowed the option to quick retake Quiz 1 and Quiz 2. The quick retake must be completed during the scheduled lab meeting. If a student is absent for a quiz (excused or unexcused), they will forfeit the opportunity for a quick retake and will complete a make-up quiz during the retake session. There is no scheduled retake opportunity for Quiz 3.

TEST and FINAL EXAM: There are 3 Tests, and each is worth 100 points. The Final Exam is worth 240 points. All testing will take place in HHB 202 during the scheduled lab meeting. The Final Exam date is provided on the course schedule. Students must follow all testing policies set forth by the instructor and/or Math Learning Lab (MLL) staff while in the lab. Students suspected of violating the policies or using any outside resources will be reported for Alleged Academic Misconduct. ALEKS-linked calculators, including Desmos scientific, are provided during testing. These are available inside the Test assignment. Students will be provided with scratch paper during a test, but no credit is given for work done on the scratch paper. Tests are timed and must be taken in one 50-minute sitting (final exam is 2 hours). Students are allowed to leave the lab upon submission of the test. If a student leaves the lab prematurely during testing for any reason (including restroom needs) and is gone longer than 5 minutes, they will be required to immediately submit their Test upon returning to the lab. The instructor or MLL staff also reserves the right to submit a student's abandoned/unfinished test. Test points are sent to Canvas based on accuracy percentage. If a student scores 80% on Test 1 and each assignment is worth 100 points, the student's score for Test 1 in Canvas would be (0.8)(100)= 80 points. On the Final, an 80% would be (0.8)(240) = 192 points. In the event UAB moves to remote or hybrid learning, students will use Respondus Lockdown Browser and Monitor (ALEKS version) for remote testing. A compatible external webcam capable of recording a full view of the student's workspace would be required.

Retake for Tests: Students will be allowed to complete a single quick retake of Test 1, 2, or 3 in the lab on the scheduled retake test date. If a student is absent for a test (excused or unexcused), they will forfeit the opportunity for a quick retake and will complete a make-up test during the retake session. It is to the student's advantage to attend all testing dates. The quick retake will only require completion of incorrect problems from the first attempt. It is impossible for a student to lower their score on a second attempt. There will be no retake opportunity for the Final Exam.

MOCK/PRACTICE TEST: There are 4 non-graded Mock Tests available for students to simulate the timed testing experience. The mock tests are a great opportunity for students to gauge test readiness and learn from mistakes before attempting the Test (or Final Exam). The mock tests are for practicing purposes only. Grades will not be sent to Canvas.

MASTERY KNOWLEDGE CHECK: The Mastery Knowledge Check is worth 4 points. This assignment is a comprehensive check of all PAL Module topics and will be like the initial knowledge check. Points are sent to Canvas based on accuracy percentage. If a student scores 75% on the Mastery Knowledge Check, the student's score in Canvas would be (0.75)(4) = 3 points.

Late Assignment Policy

Overdue assignments/Late penalty: Late submission is only allowed on assignments in the Homework Categories. There are no allowances for late submission on any other assignment. The points earned by the due date on most assignments are permanently recorded, so students should make every effort to complete these assignments by the deadline. Homework problems submitted after the due date will incur a 35% late penalty deduction. Points for PAL topics completed after the due date will be credited with the Pie Progress Goals. **Students should work well ahead of the due dates** to avoid late penalties that might be caused by unexpected delays such as illness, accidents, or family emergencies.

Free Tutoring Resources

CAMPUS

Math Learning Lab

The Math Learning Lab (MLL) offers free tutoring usually on MTWR 9am-7pm and Fri. 9am-4pm in HHB 202. No appointment is needed. Simply take a seat at one of the computers in the **middle section** (it's directly in front of the entrance) and get the attention of someone wearing a UAB tutor lanyard. Our tutors are graduate students pursuing a M.S. or Ph.D. degree in mathematics. Additionally, several MLL tutors currently teach (or have taught) MA 102. If no one comes to you right away, please raise your hand or knock on the office door and let someone know that you need assistance. Students are also allowed to use this space to work independently and ask for help as needed.

Vulcan Materials Academic Success Center

Located in Sterne Library room 222. Appointments are required. All tutors are undergraduate students who have excelled in the course(s) in which they tutor and have been trained to facilitate discussions on course content, study skills, and effective habits for academic achievement. Tutoring is available MTWR from 8am-7pm, and Friday from 8am-5pm.

ONLINE

Pear Deck Tutor (formerly TutorMe)

Sessions are on demand by using the Pear Deck Tutor link inside of Canvas.

MA 102 Weekly Course Schedule

A spreadsheet of the course schedule is available to print and/or download from the Canvas home page. In addition to the calendar inside ALEKS, students can also view due dates from the Canvas tab labeled Syllabus → Course Summary. **Assignments, especially PAL, will take several days to complete. Students are encouraged to work well ahead of schedule.** The due dates for Homework and PAL represent the completion date not the start date. Successful students spend an average of 6-9 hours a week on coursework. Time will vary by student and more time may be needed on difficult topics. Setting aside 1 hour each day for ALEKS will help you stay on track and avoid the stress the accompanies procrastination.

Week 1 (1/13 -1/19): Initial Knowledge Check (first Lab meeting in HHB 202), PAL 1

Week 2 (1/20 – 1/26): Application Homework 1, PAL 2, Time 1

Week 3 (1/27 – 2/2): Prep Homework 1, Quiz 1, PAL 3, Time 2

Week 4 (2/3 -2/9): Application Homework 2, PAL 4, Time 3

Week 5 (2/10 – 2/16): Prep Homework 2, Prep Homework 3, TEST 1, PAL 5, Time 4

Week 6 (2/17 – 2/23): Pie Progress 1, Application Homework 3, PAL 6, Time 5

Week 7 (2/24 – 3/2): Prep Homework 4, Quiz 2, PAL 7, Time 6

Week 8 (3/3 – 3/9): Quick Retake of a Quiz 1 and Quiz 2, PAL 8, Time 7

Spring Break (3/10 – 3/16) – no class

Week 9 (3/17 – 3/23): Pie Progress 2; Application Homework 4, PAL 9, Time 8

Week 10 (3/24 – 3/30): Prep Homework 5, Prep Homework 6, TEST 2, PAL 10, Time 9

Week 11 (3/31 -4/6): Application Homework 5, PAL 11, Time 10

Week 12 (4/7 – 4/13): Prep Homework 7, Quiz 3, PAL 12, Time 11

Week 13 (4/14 – 4/20): Prep Homework 8, Prep Homework 9, TEST 3, Application Homework 6, Retake test selection due

Week 14 (4/21 – 4/27): Pie Progress 3, Retake of TEST 1, 2, or 3, Mastery Knowledge Check, Prep Homework 10

Week 15 (4/28 -5/2): Prep Homework 11, Prep Homework 12, FINAL EXAM

Academic Calendar

Students are required to abide by the UAB Academic Calendar and should only make vacation/travel plans during scheduled academic breaks or holidays. Students who choose to make reservations that conflict with assignment due dates (including tests) should not expect the instructor to provide special accommodations.

Course Time Zone

All assignment deadlines listed on this syllabus are in Central Time. If you are in a different time zone, including any traveling, you are responsible for calculating the time difference and submitting assignments or attending online meetings on time. Use the **World Official Time Zone Site** as a reference.

Contacting the Instructor

The best way to reach your instructor is to compose an email using your UAB email account (access through BlazerNet). The email address for your instructor can be found at the top of this syllabus and in Canvas – Modules - Contact My Instructor. Please include your course and section alongside your signature e.g., Jason Howard - MA 102 ZNB (or Intermediate Algebra TR 9:30am). Although email is preferred, students may also use the Canvas Inbox to message their instructor. Please **do not** attempt to message the instructor using the Canvas Grades comments.

Before sending a message, please **take personal responsibility** to look carefully at your Canvas Home page, Syllabus, Announcements, and Modules to see if the answer to your question is already stated in one of these locations.

Due to the high volume of messages received at the beginning of the semester, it may take up to 72 hours (or 3 business days) to receive a response to an email during this time. Otherwise expect a reply within 24-48 hours or (1 -2 business days). If you have not received a response from your instructor by this time, please consider reaching out again. Instructors will not intentionally ignore a student's email; however, we often receive a large number of messages on a weekly basis, and it is possible for an email to get overlooked by mistake.

Student Expectations

The Course Syllabus and Schedule serve as a contract by which the student must comply. An excuse of "not knowing" information covered in these documents is not acceptable.

- Students are required to complete weekly assignments and learning activities by the deadline. All deadlines are based on CENTRAL TIME. See the class schedule for details.

- Students are expected to maintain an active BlazerNet account. All official correspondence will be sent ONLY to the @UAB.edu email address.
- Students are expected to carefully examine this syllabus and all Canvas Modules and pages.
- Students are expected to check their UAB email daily and respond within 48 hours to instructor emails.
- **Students are expected to have a back-up plan** in the event their computer has operational problems, there is loss of electricity, or there is loss of Internet access. These are not an excuse for late or incomplete submission of assignments, nor are they acceptable reasons for an assignment deadline extension.
- **Students are expected to review their grades regularly in the math database at** https://secure.cas.uab.edu/mll/db**.** A link is also available in Canvas- Home – Check Your Grade.

Extended Absences: Attendance and online interaction are fundamental to course objectives and to the integrity of this course. Courses in the Mathematics Department require a variety of activities that involve interaction with the instructor and/or interaction with other students. Excessive absences and missed assignments seriously jeopardize a student's ability to successfully complete the course. In the event of excessive absences, students should be prepared to officially withdraw from the course through the Registrar's Office. In cases involving medical hardships, military duty, or other serious personal situations after the withdrawal date for a course, the student may participate in the Academic Policy Appeal (accessed and submitted through BlazerNet Links/Forms).

Prepare for Online Success

Courses with online components require communication and time management skills. Watch the following videos on Netiquette and Online Success.

Course Netiquette

Tips for Online Success

Time Commitment

You are expected to spend a substantial amount of time working through the course activities and assignments every week. Please know that time management and self-motivation are key

components for success in this course and courses in general. There is a lot to be gained in this course, so approach it with an open mind and lots of fun! This course is worth 3 credit hours. **You should be prepared to spend about 9 hours per week on course activities.**

UAB Policies and Resources

Add/Drop and Course Withdrawal

- Drop/Add: Deadlines for adding, dropping, or withdrawing from a course and for paying tuition are published in the **Academic Calendar available online.** Review the **Institutional Refund Policy** for information on refunds for dropped courses. It is the student's responsibility to initiate add/drop procedures. Students may drop and add courses online after they have registered and until the drop/add deadline online using BlazerNET.

- Withdrawal: To avoid academic penalty, a student must withdraw from a course by the withdrawal deadline shown in the academic calendar and receive a grade of "W" (withdrawn). Failure to attend class does not constitute a formal drop or withdrawal. The official course withdrawal must be completed online in BlazerNET.

Academic Policy Appeal

Students should request an Academic Policy Appeal when the student cannot continue in a course for reasons that are outside of the strict qualifications under this policy. Students need to submit supporting documentation showing why they cannot continue in a course. Learn more about the Academic Policy Appeal and how to submit an appeal form by visiting the Academic Policy Appeal webpage.

Grading Policies and Practices

UAB provides many Grading Policies to students such as Study Abroad Grading Policy, Grade Change Policy, Course Repeat, and University Forgiveness Policy. View more about the polices in the Grading Policies and Practices section of the Undergraduate Catalog.

Academic Integrity Code

Your success while at UAB and after graduation is valued by the University. To gain and grow in the knowledge and skills needed for your future career, it is vital that you complete your own work in your courses and in your research. The purpose of the **Academic Integrity Code** is to support our academic mission and to maintain and promote academic integrity. All students in attendance at UAB are expected to pursue all academic endeavors with integrity, honor, and professionalism and to observe standards of conduct appropriate to a community of scholars.

Please be sure you understand the different forms of "academic misconduct" covered by the code. See what UAB students say about academic integrity and review the FAQs about the code for details on the **Student Academic Integrity webpage**.

Artificial Intelligence Use

Academic Integrity
Academic misconduct is present in academic work wherever AI assistance has been used when unauthorized. Such behavior is considered deceit and a violation of UAB's shared commitment to truth and academic integrity. Deceit constitutes academic misconduct and is subject to review according to UAB's Academic Integrity Code.

Students may only use the learning tools provided within an ALEKS assignment to submit their work. The use of any non-ALEKS linked tool/resource is strictly prohibited for all assignments in this course. For example, students are not allowed to use AI (ChatGPT, Copilot, Gemini), mathway, photomath, or the like on any ALEKS assignment. Students suspected of using any outside resource will be reported for Academic Misconduct.

Generative AI Use Is Prohibited
The use of generative AI is strictly prohibited in this course.
Closed Book Exam/Quiz
The use of AI tools is not permitted.
General Writing
The use of generative AI tools is not permitted on writing/discussion assignments in this course. By submitting a writing assignment, you attest that you are the only and original author.

Student Conduct Code

The purpose of the University of Alabama at Birmingham ("University") student conduct process is to support the vision, mission, and shared values of the University and the tenets of the University's creed, The Blazer Way. Through a student-focused and learning-centered lens, the process strives to uphold individual and community standards; foster an environment of personal accountability for decisions; promote personal growth and development of life skills; and care for the well-being, health, safety, and property of all members of the University community.

The **Student Conduct Code** ("Code") describes the standards of behavior for all students and student organizations and outlines students' rights and the process for adjudicating alleged violations. It is set forth in writing in order to give general notice of non-academic prohibited conduct. The Code should be read broadly and is not designed to define non-academic conduct in exhaustive terms. All students and student organizations are expected to conduct themselves in accordance with the Code. The current version of the Code, which may be revised periodically, is available from the Office of Community Standards & Student Accountability.

Intellectual Property

My lectures and course materials, including PowerPoint presentations, quizzes, exams, outlines, and similar materials, are protected by copyright. You may take notes and make copies of

course materials for your own use. You may not and may not allow others to reproduce or distribute lecture notes and course materials publicly, whether or not a fee is charged, without my expressed written consent.

DSS Accessibility Statement

Accessible Learning: UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call (205) 934-4205 or visit **the DSS website**.

Title IX Statement

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit the **UAB Title IX webpage**.

Violence Prevention and Response Policy

The University of Alabama at Birmingham (UAB) is committed to maintaining a safe and secure educational environment and workplace, one which seeks to ensure the well-being and safety of faculty and staff, employees, students and visitors. Violence and threatened violence are prohibited by UAB. Each member of the UAB community has the responsibility to understand, prevent and respond appropriately to campus/workplace violence. View the **Violence Prevention and Response Policy**.

Technology

Access technical support and view privacy policies and accessibility statements for Canvas and other technologies on the **Student Academic Technologies website**. Additionally, view information about the **Minimum System Requirements and Technical Skills**.

Canvas Alerts

I may send alerts to students based on Canvas course information, such as current grades in the course, online attendance (login records), assignment due dates, and assignment scores. The alert is sent as an email to the student's UAB email address.

Health and Safety

UAB is very concerned for your continued health and safety. Please consult the **Student Health Services webpage** for up-to-date guidance because the following information is subject to change as circumstances require.

We strongly urge you to be fully vaccinated**.** Mask-wearing has proven to be one of the most successful mitigation strategies used to combat spread of the various variants of the COVID-19 virus. View information on the Immunization Requirements and Policies of the University on the **Student Health Services Immunizations webpage.**

Student Academic and Support Services

- **One Stop Student Services** provides a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, ONE card, and other related topics.

- **Student Assistance and Support** provides individualized assistance to promote student safety and well-being, collaboration and resilience, personal accountability, and self-advocacy. The Care Team consults and collaborates with campus partners to balance the needs of individual students with those of the overall campus community. **The UAB Care Team** helps find solutions for students experiencing academic, social, and crisis situations including mental health concerns.

- **Disability Support Services** assists students with in reaching accommodations for their educational experiences at UAB that ensure that they have equal access to programs, services, and activities at UAB.

- The **Vulcan Materials Academic Success Center** provides tutoring, supplemental instruction, and other services that encourage goal achievement and degree completion.

- The **University Writing Center** offers free writing assistance for all UAB students. Get help at any stage of the writing process and with any type of writing. Students may meet with a tutor in person or via Zoom. Students may also upload a paper for feedback (called eTutoring in the online system). During in-person and Zoom sessions, tutors can help you understand your assignment, develop and organize your ideas, use and cite sources, revise and edit your draft, and more. When you upload a draft for eTutoring, tutors can provide feedback on both big-picture issues and detail-oriented concerns; please note that you must upload a draft and assignment sheet to use eTutoring.

  To make an appointment or get more information, please see the **UWC website**, email **writingcenter@uab.edu**, or call 205-996-7178. Follow the UWC on **Facebook**, **Instagram**, and **LinkedIn** for daily news and quick writing tips.

- **UAB Student Health Services** delivers comprehensive, high quality, confidential, primary healthcare to students. Student Health provides testing services and vaccination clinics.

- **Student Counseling Services** offers students a safe place to discuss and resolve issues that interfere with personal and academic goals. UAB has created a new app (available in the App Store and Google Play) called **B Well**, that is designed to easily access resources on mobile devices and build a self-care plan. **Kognito** is a free, interactive simulation-based platform designed to help you talk with someone when you are worried about your mental health.

- **UAB Blazer Kitchen at the Hill Student Center** provides food and basic supplies for any UAB student in need through in-person or online shopping. Students who can are also able to donate food and supplies to assist their peers. To get more information, call 205-975-9509, email **studentoutreach@uab.edu**, or visit **Student Assistance & Support website.**

- **eLearning and Professional Studies** provides numerous academic technologies and learning resources for students whose learning may be affected by COVID.

- **UAB Emergency Management** will be the official source of UAB information during any actual emergency or severe weather situation.

The following are the various websites describing additional student academic and technology resources:

- **UAB Policies for Students**

- **Student Academic and Support Services**

- **Technology Resources**

See also the **Student Assistance & Support** website of Student Affairs for a description of Covid-19-related resources, including the laptop loaner program.

Notification of Syllabus Changes

Although unlikely, the course Instructor reserves the right to make changes to the syllabus during the term. The course Instructor will notify students, via email or Canvas Announcement, when changes are made in the requirements and/or grading of the course.