MA 102 – QL Intermediate Algebra (40113)
Summer 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 hour non-credit.

Instructional Method

Online: This class will be conducted entirely online through the Canvas Learning Management System. Students will not attend class on campus. These classes are designated in the Class Schedule with a section code beginning with the letter "Q."

Students in this course are required to complete the following tasks during the Drop/Add period of the term from 6/2 – 6/9:
1) Verify that your equipment is compatible with ALEKS courseware and Respondus Lockdown Browser and Monitor (ALEKS OEM version).
2) Purchase all required course materials.
3) Complete the Syllabus Quiz in ALEKS to 100% accuracy using Respondus Lockdown Browser. Students must follow all policies outlined for submitting a valid Respondus session including proper placement of an external webcam.
4) Submit the Initial Knowledge Check assignment in ALEKS using Respondus Lockdown Browser. Again, students must follow all policies outlined for submitting a valid Respondus session including proper placement of an external webcam.
5) Log three hours of active learning in ALEKS.

Failure to complete these tasks 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.

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

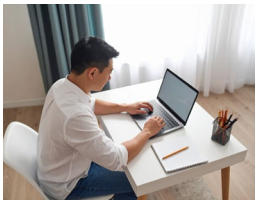
1. ALEKS. Since the courseware is available through the First Day Access program, students will simply **enter Canvas -MA 102 then open the ALEKS tab to start using the required materials.** There is no need to copy and paste an access code from the First Day Access page.

2. External webcam. In addition to the camera that is built into your computer, students will also need a USB plug-in style webcam. The Logitech C270 or Brio 100 is recommended. **Do not** purchase a webcam that relies solely on Bluetooth connectivity.

Logitech C270 attached to wall with painter's tape

Example of a view obtained from proper placement of webcam.

Logitech Brio 100 attached to wall with painter's tape



Example of a view obtained from proper placement of webcam.

3. Mounting supplies. This could be as simple as a roll of blue painters' tape or as sophisticated as a tripod. Please note that you will not be hooking the webcam to the top of your monitor. Instead, you will be positioning it at a high, side-ward angle to capture a video of your entire workspace during testing. A proper mounting of your webcam is essential and must capture enough of your workspace that your fingertips are still in view when your arms are fully extended.

4. Reliable computer and internet connection. A device compatible with ALEKS courseware and Respondus Monitoring is a must. Students enrolled in an online course are responsible for acquiring, maintaining, and troubleshooting all personal computing equipment.

Laptop and paper

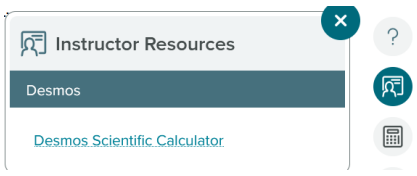
USB adapter for Mac & iPad

5. Adapter/converter. Mac and iPad users will most likely need an adapter (female-B; male-C). This will allow the USB cord from the webcam to plug in to your USB-C port. PC users should not need an adapter.

6. Paper, lots of paper. Take your pick – loose left, spiral bound, graph paper, etc. Be thinking ahead as to how you will keep yourself well-organized this term.

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

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



Tip: Inside ALEKS assignments, look to the right-side toolbar and locate the Instructor Resources tool. Wait patiently for the link to Desmos Scientific Calculator to load. Desmos Scientific Calculator is available in all ALEKS assignments except for the Initial and Mastery Knowledge Checks.

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 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 database does not sync automatically with ALEKS or Canvas. Instead, the **Math department database 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
Syllabus Quiz	6	1	6
Respondus Validation Rubric	2	9	18
Initial Knowledge Check	5	1	5
Personalized ALEKS Module -PAL	10	12	120
Pie Progress Goal	4	3	12
Time Goal – 3.5 hours per week in ALEKS	6	8	48
Discussion (Canvas -Harmonize) BONUS	8	3	24
Application Homework	6	6	36
Prep Homework	9	9	81
Self-Evaluation Quiz	10	3	30
Test	135	3	405
Final Exam	240	1	240
		Total	**1025**

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, etc.), mathway, photomath, or the like for graded ALEKS assignments. Students suspected of using any outside resource may be reported for Academic Misconduct.

SYLLABUS QUIZ: The first assignment for the course is a Syllabus Quiz. It will be located inside Canvas ->ALEKS. This quiz is designed to focus attention on key aspects of the course syllabus along with verifying that the student can submit a valid Respondus testing session which includes the proper placement of an external webcam. Students must earn 100% accuracy on the Syllabus Quiz by June 9th to continue enrollment in MA 102 and access the remaining course assignments. This assignment is worth 6 points and full credit is given after the Respondus video footage has been reviewed and validated.

RESPONDUS VALIDATION RUBRIC: Students will submit 9 assignments with the Respondus proctoring service using an external webcam. These assignments include the Syllabus Quiz, Initial Knowledge Check, three Tests (2 attempts on each), and the Final Exam. After each Respondus session is submitted, the recorded video footage will be carefully watched, and students will be graded on adherence to the Respondus testing policies and proper webcam

placement. Students are highly encouraged to pay careful attention to all the policies outlined on pages 11-15 in this syllabus. Additionally, a summary of the policies will be provided within each Respondus session and students will receive a rubric in Canvas. Failure to adhere to the Respondus testing policies and/or invalid placement of the webcam may result in a 0% on the Test and an Academic Misconduct Report. There are nine sessions that require validation, and each is worth 2 points. Due to the volume of students and careful examination of the sessions, video footage make take several days to validate.

INITIAL KNOWLEDGE CHECK: Students must complete this assignment by June 9th to continue enrollment in MA 102 and access the remaining course assignments. 100% accuracy on the Syllabus Quiz along with a valid Respondus session are prerequisites for gaining access to the Initial Knowledge Check. 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 paper and pencil 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. Students will be required to use the Respondus proctoring service with a compatible external webcam and must follow all policies outlined for submitting a valid Respondus session. This assignment is worth 5 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 10 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 10 points so, the student's score for PAL 1 in Canvas would be (0.78125)(10) = 7.8 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 each 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. After a student accomplishes 100% completion on a weekly PAL module, ALEKS will return to Open Pie mode allowing access to any past or future PAL. **Note: Topics completed after the due date will not sync to Canvas until Pie Progress Goal dates.** Students always have access to Review and practice previous PAL topics. Simply open the ALEKS menu and select Review.

PIE PROGRESS GOAL: There are 3 ALEKS Pie Progress Goals, and each is worth 4 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%, 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 4 points so, the student's score for Pie Progress 2 in Canvas would be (0.881)(4) = 3.5 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 8 weekly ALEKS Time Goals (3 hours 30 mins), and each is worth 6 points. Weeks run from Monday – Sunday. Time Goals are achieved by spending a minimum of 3.5 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 web browser instead of using the Canvas app). Students should be aware that the 3.5-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 3.5+ hours for Time Goal 1, then 6 points will be sent to Canvas. If a student logs anything under 3.5 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.

DISCUSSION (bonus points): There are 3 Discussion assignments, and each is worth 8 points. Discussion assignments will be located in Canvas--> Harmonize. The purpose of this assignment is to provide a space for students to post questions and interact with classmates and the instructor. Regular and active participation is the key to keeping the environment interesting and engaging. Each discussion session will have a window of 2 -3 weeks where students can post and comment at their convenience. During this time, students will be required to submit 2 Posts and 2 Comments. A minimum of 2 Posts must contain both visual and auditory components. These elements are optional for the Comments section and for additional Posts submitted after the 2 required.

New to Harmonize or need a video demonstration of the tools? Visit Harmonize student support. The Harmonize discussion board is for the purpose of academic discussion only. It should never be treated as a social media platform. Students are expected to follow UAB online usage policies when updating a profile image and/or posting in Harmonize.

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 9 Prep Homework assignments, and each is worth 9 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 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 9 points, the student's score for Prep Homework 1 in Canvas would be (0.7)(9) = 6.3 points. Students will incur a 35% late penalty for any problem submitted after the due date.

SELF-EVALUATION QUIZ: There are 3 quizzes, and each is worth 10 points. Students will be presented with problems for the purpose of self-evaluating their retention of various PAL topics. Since there are unlimited opportunities for quick retakes of missed problems, students should feel no pressure to use notes or outside resources to obtain correct answers. This assignment is an opportunity to self-gauge one's knowledge, learn from mistakes, and review difficult topics before the high-stakes test. Pro-tip: Use the Report to locate the title of the incorrect problems. Then, open the Review menu option in ALEKS and look to the top right corner to locate the search icon (looks like a flashlight). Insert the title and gain unlimited access to extra practice problems specific to those you missed on the quiz. Points are sent to Canvas based on accuracy percentage. Only the highest score is calculated. If a student scores 90% on their last attempt at Quiz 1 and each assignment is worth 10 points, the student's score for Quiz 1 in Canvas would be (0.9)(10) = 9 points. The unlimited quick retake option will remain open for one week after the due date. After this time, the quiz will be locked, and the score of the final attempt will be permanently recorded.

TEST and FINAL EXAM: There are 3 Tests, and each is worth 135 points. The Final Exam is worth 240 points. All testing will be recorded using the Respondus Lockdown Browser and Monitor (ALEKS OEM version). **Students are highly encouraged to pay careful attention to all the Respondus policies outlined on pages 11-15 in this syllabus.** After each Respondus session is submitted, the recorded video footage will be carefully watched, and students will be

evaluated using a Respondus Validation Rubric. Failure to adhere to the Respondus testing policies (including poor webcam placement, use of outside resources/persons, or exiting the test without submission) may result in a 0% on the Test and an Academic Misconduct Report. ALEKS-linked calculators, including Desmos scientific, are provided inside the Test assignment. Students are allowed to use blank scratch paper. Tests are timed and must be taken in one session. Test points are sent to Canvas based on accuracy percentage. If a student scores 80% on Test 1 and each assignment is worth 135 points, the student's score for Test 1 in Canvas would be (0.8)(135) = 108 points. On the Final Exam, an 80% would be (0.8)(240) = 192 points.

QUICK RETAKE - Students will be allowed to complete a second attempt (quick retake) for all three Tests. Hooray! The first attempt must be completed on or before the given due date; always a Wednesday. The Quick Retake will remain open two extra days, until Friday, giving students an opportunity to learn from their mistakes. Credit will automatically be given for questions answered correctly on the first attempt, so it is impossible to lower your score on a second attempt. All Respondus policies mentioned above must also be followed on the quick retake. Pro-tip: As mentioned in the Quiz, use the Report to locate the title of the incorrect problems and open the Review menu for extra practice.
Note: The Final Exam **does not** have quick retake option. There is only a one attempt allotted.

MOCK/PRACTICE TEST: There are 3 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. The mock tests are for practicing purposes only. Grades will not be sent to Canvas.

Late Assignment Policy

Overdue assignments/Late penalty: Points for PAL topics completed after the due date will be credited with the Pie Progress Goals. Late submission is only allowed on assignments in the Homework Categories and will incur a 35% late penalty deduction. There are no allowances for late submission on any other assignment. The second attempt window for Tests closes two days after the due date. The unlimited retake window for Quizzes closes a week after the due date. There is no retake allotted for the Final Exam. The Points earned by the due date on all other assignments are permanently recorded, so students should make every effort to complete these assignments by the deadline. **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.

Respondus Session Policies

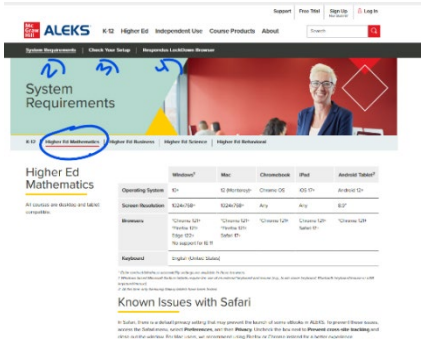
Follow the steps below to check your equipment. It may take several days to work through all these steps and purchase devices, so you will want to start the process immediately. Please be mindful that the first assignment requiring Respondus is **due Wednesday, June 4th**.

Step 1: Prepare Equipment – do this at the START of the term

1) Obtain all equipment listed in the Required Materials on pages 2-3 including:
   - a computer compatible with ALEKS and Respondus
   - reliable, high-speed internet connection
   - external webcam (USB plug-in style). The Logitech C270 or Brio 100 is recommended*
   - mounting supplies for positioning your external webcam
   - Mac/iPad users will likely need an adapter for the USB-C port

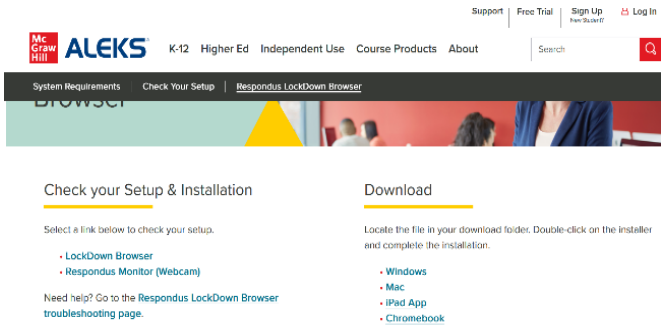
   *The Respondus support team recommends that you do not install the included software because the security/privacy settings could interfere with Respondus compatibility.

2) View System requirements at: https://www.aleks.com/support/system_requirements and click Higher Ed Mathematics. Here you will see a list of approved devices and internet browsers. Take action to update your device or internet browser as needed. **Be aware that there are known issues with Safari.** Consider using Chrome or Firefox as your internet browser.



3) Check your setup at: https://www.aleks.com/support/troubleshooting.
   Fix any items with a red X and check pop-ups. Need help at this step? Call or chat with ALEKS support at https://mh.my.site.com/CXG/s/ContactUs .

4) Download the ALEKS version of Respondus Lockdown Browser at https://www.aleks.com/support/lockdown_system_requirements .

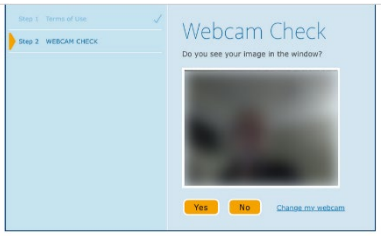


Start with the right side of page (or scroll down) and select the download that matches your device. *Note- The ALEKS version is different from the standard Canvas version of Respondus.*

---Plug in your external webcam before proceeding with step 5---

5) Check your installation and external webcam. On the left side of the page (or the top) you will see two links. First, LockDown Browser. Click it and you should see a green check and "Installed."

6) With your external webcam plugged in, open the Respondus Monitor (Webcam) link. Warning - this will active a sequence which closes websites and applications. You may want to pause here and close all applications yourself before proceeding with the webcam check.



When prompted "Do you want to allow this app to make changes to your device," select Yes. Follow all prompts.

In the section labeled Webcam check, choose "**change my webcam**." This should switch the view from your built-in webcam over to the external webcam you have plugged in.

Having issues? Helpful articles can be found here: https://support.respondus.com/hc/en-us/articles/4409595441819-How-can-I-change-my-webcam .

ALEKS support and Respondus support are also available to assist you. If you submit a Respondus support ticket, you will want to note that you are using the ALEKS OEM version of Respondus. Note: The instructor should only be contacted concerning technical issues AFTER the student has reached out to both ALEKS support and Respondus support.

On-campus option: If you are struggling to meet these equipment requirements, consider switching your enrollment to an on-campus section during the fall term. You will simply show up to HHB 202 and complete your tests in person using the computers provided. There will be human proctors and skilled lab directors available to assist you face-to-face. Additionally, you will not have to purchase new equipment or bother with troubleshooting tech issues.

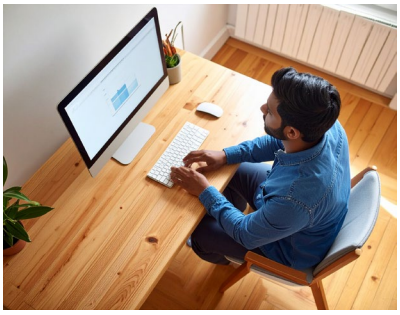
7) Experiment with mounting your external webcam. You will be required to position it at high, side-ward angle. Get creative with common household items that may be helpful to raise the camera (books, lamp, picture frame, laundry basket, etc.) As mentioned earlier, painter's tape or a tripod may also be useful for securing the webcam.

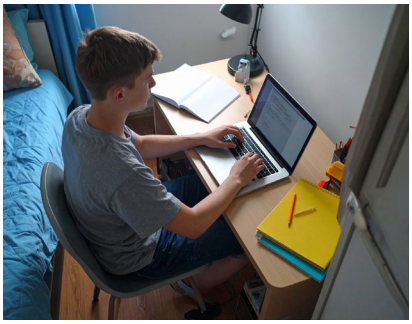
Ask yourself these questions to ensure a proper webcam position:

- Is the camera mounted high enough that the top of my head is in view?
- Is my room well-lit and does it provide a clear view of my workspace?

- If I fully extend and rotate my arms 360 degrees, does the camera capture space beyond my fingertips in all directions: left, right, front, and back?
- When I compare my video feed to the images of valid webcam positioning vs invalid positioning, which category best represents my webcam placement?

Examples of valid positioning of the external camera



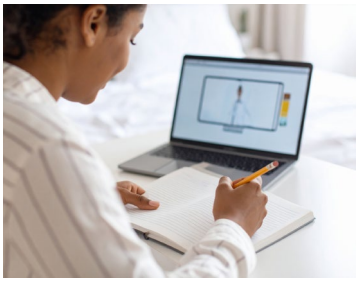


Your goal is to provide the best view possible. Keep in mind that if a student submits a Respondus session with a poor camera angle, the session will be considered invalid and will result in a 0% on the test.

Examples of INVALID positioning of the external camera

Invalid – webcam is positioned to the back of the student; right hand side is not visible.

Invalid – webcam is positioned too close. The student's face and workspace are not in full view.



Invalid – webcam is positioned too close, too low, and from behind. The student's left side and workspace are not in view.

Invalid – room is too dark; webcam is positioned from behind student; left side is not clearly visible.

Invalid – webcam is positioned in front. Student's left hand is hidden from view. Full workspace is not visible.

Invalid – student is using their built-in webcam; workspace and hands are not visible.

Step 2: Getting ready for a Respondus session – follow these steps before EVERY session

1) **Location.** Find a quiet, well-lit, room where you can complete your test alone and uninterrupted. Kindly ask roommates, coworkers, or family members to avoid communicating with you during the test session. Declutter your desk/workspace area. Avoid testing on your bed or with the computer in your lap; a hard surface is best. Need a quiet room? Reserve a study room in the library.
2) **Equipment.** Open a mock session of Respondus Monitor (Webcam). Double check your device to be sure your computer is still compatible with Respondus Monitor (Webcam). This also gives you an opportunity to properly position your webcam. Having issues? Contact ALEKS support or Respondus support.
3) **Webcam.** Plug-in your external webcam and mount it in such a way as to record a clear view of your workspace and all hand movements. A proper mounting of your webcam is essential and must capture enough of your workspace that your fingertips are still in view when your arms are fully extended. Refer to pages 12-13 for guidance.
4) **Microphone.** Speak aloud during the mock session to be sure that your microphone can record audio of your environment.
5) **Devices.** Remove all electronic devices, tablets, extra monitors, earbuds, and smartwatches from your testing area. Keep your phone nearby until you get to the Environment Check step at which point you will record yourself placing the phone out of reach.
6) **Paper.** Get 2-3 blank sheets of scratch paper and a pencil. Do not use a spiral notebook or tablet. All other papers, sticky notes, and the like should be removed from the testing area.
7) **Charger.** Locate your charger and plug-in your device before starting the exam session. If you walk away from the computer at any time, the session is invalid.
8) **Clothes.** Avoid wearing hats with brims or head coverings/bonnets that hide your ears. Please wear publicly acceptable clothing that appropriately covers your body.
9) **ID.** Students must present a valid photo ID. Most students use their ONE Card or Driver's License.
10) **Applications.** Remember that LockDown Browser will prevent you from accessing other websites or applications during the session. Save any working documents or bookmark websites before starting a Respondus session.
11) **Open ALEKS.** You are now ready to exit the mock session and open the assignment in Canvas→ALEKS. Be mindful that once you begin a Respondus session, you must complete the assignment and submit it. If you view any question and exit the test without submitting it, your attempt will be considered invalid and deleted.

Step 3: Environment Check Instructions

When completing an online assessment that requires Respondus, students must carefully follow all the instructions presented within the session. After each Respondus session is submitted, the recorded video footage will be carefully watched, and students will be graded on adherence to the Respondus testing policies and proper webcam placement. Below is an example of what the instructions will look like in the Environment Check portion of the session.

Using an external (USB plug-in style) webcam for the video feed, you must complete these steps in order:

1) **Fingertips.** Fully extend both of your arms. Your webcam must capture enough of your workspace that your fingertips are still in view when your arms are fully extended. If this is not the case, you should reposition the webcam and record the Environment Check again.
2) **Phone.** Now show your cell phone to the webcam and record yourself placing the phone on the floor or toss it out of reach.
3) **Wrists**. Hold up your wrists to show that you are not wearing a smart watch.
4) **Ears**. Slowly turn your head toward the webcam and show BOTH ears to prove that you are not wearing earbuds.
5) **Speak.** State your full name. Your microphone must be on and able to record audio of your environment.
6) **Papers.** Using loose leaf paper only, show all sheets front and back to the webcam.

Warning - Do not move the webcam at any point after the Environment Check is submitted or during the test. A full view of your workspace, head, and BOTH hands must remain visible during the entire test.

When you are ready to begin recording your environment, click "Start Recording."

Click "Stop Recording" when finished. Students are allowed to watch their environment check recording, make corrections, and resubmit as needed.

FAILURE TO FOLLOW THESE POLICIES NULLIFIES THE SESSION AND MAY RESULT IN A 0% ON THE ASSIGNMENT.

Important – Once the test is started and questions are viewed, you must submit it before exiting the Respondus session. Now, take a deep breath and relax before you begin. Good luck!

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.

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 (6/2 -6/8): Welcome Zoom meeting, Syllabus Quiz, Initial Knowledge Check open; PAL 1; Time – log 3 hours in ALEKS hours to maintain enrollment

Week 2 (6/9 – 6/15): Initial Knowledge Check ends, PAL 2, PAL 3, Time 1

Week 3 (6/16 – 6/22): Discussion 1 ends, Quiz 1, Application Homework 1, PAL 4, Application Homework 2, Time 2

Week 4 (6/23 -6/29): Prep Homework 1, Prep Homework 2, TEST 1, PAL 5, Time 3

Week 5 (6/30 – 7/6): Pie Progress 1, PAL 6, PAL 7, Time 4

Week 6 (7/7 – 7/13): Discussion 2 ends, Quiz 2, Application Homework 3, PAL 8, PAL 9, Time 5

Week 7 (7/14 – 7/20): Prep Homework 3, Prep Homework 4, TEST 2, PAL 10, Time 6

Week 8 (7/21 – 7/27): Pie Progress 2, Application Homework 4, PAL 11, Time 7

Week 9 (7/28 – 8/3): Discussion 3 ends, Quiz 3, Application Homework 5, PAL 12, Time 8

Week 10 (8/4 – 8/10): Prep Homework 5, Prep Homework 6, TEST 3, Application Homework 6, Prep Homework 7

Week 11 (8/11 -8/13): Prep Homework 8, Prep Homework 9, FINAL EXAM, Pie Progress 3

Free Tutoring Resources

CAMPUS

Math Learning Lab

The Math Learning Lab (MLL) offers free tutoring usually Mon-Fri 8am-2pm 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) this course. 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.

ONLINE
Pear Deck Tutor (formerly TutorMe)
Sessions are on demand by using the Pear Deck Tutor link inside of Canvas.

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 is 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

Course 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 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, etc.), mathway, photomath, or the like for graded ALEKS assignments. Students suspected of using any outside resource may be reported for Academic Misconduct.

Generative AI Use Is Prohibited
The use of generative AI is prohibited for all graded assignments.
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**

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.