

**STUDENT COURSE INFORMATION SHEET****I. COURSE DESCRIPTION/PREREQUISITES:**

**COURSE DESCRIPTION:** MGF 1106 Mathematics for Liberal Arts I is a 3 lecture hour, 3 credit hour course. Topics covered include sets, logic, geometry, combinatorics, probability, and statistics.

**PREREQUISITE:** Successful completion of MAT 0012 or acceptable math placement score.

**II. TEXTBOOK/CALCULATOR:**

**TEXTBOOK:** The textbook for this course is MATHEMATICS FOR THE LIBERAL ARTS. This book is available for free on our Learning Management System (LMS) which is Canvas. You can read it online or print it.

**CALCULATOR:** The Mathematics Department only uses the **TI-84** or **TI-83** calculators for ALL mathematics courses. Either will suffice. All instruction refers only to these calculators. You will find this calculator very useful in Chapters 3, 4, 5, and 6, as well as subsequent mathematics courses.

**III. GENERAL COURSE OBJECTIVES:**

1. Understanding sets and set operations; solving application problems using sets.
2. Understanding logic, symbolic forms, and truth tables; determining the validity of arguments.
3. Learning basic concepts of geometry including formulas for two and three-dimensional figures.
4. Learning ways to do systematic counting, permutation counting, and combination counting.
5. Understanding the basics of probability theory and applying this to application problems.
6. Learning basic statistics (mean, median, mode, standard deviation, etc.) and normal distributions.

**IV. COURSE OUTLINE:**

**QUIZZES:** This course is delivered completely online. You will have online quizzes (homework) to complete as well as online tests. Our current Learning Management System is CANVAS. The homework quizzes are found on CANVAS. The student is strongly encouraged to complete these assignments well ahead of their scheduled deadline dates.

**REVIEWS FOR TESTS:** This course offers reviews for each test. The reviews do not count as any part of your grade but can certainly help your grade. The reviews are 'practice tests' giving you a glimpse of what your test may be like.

**TESTS:** There will be four (4) unit tests in this course. See page 5 for the coverage of each test. **ALL tests** must be taken in a **PROCTORED ENVIRONMENT** using the GCSC Testing Centre or ProctorU. ProctorU is a pay-per-use service. The advantage of using ProctorU is it allows you to test from home. A calculator is allowed and encouraged to be used on every test. (See item II above for the calculator you should have.)

Besides the online quizzes and tests on our CANVAS Home page, the student you will find the textbook for this course; video instruction; additional course information. Your grade for this course will be determined by your scores on the quizzes and tests. Tests and quizzes are computer generated and are different but similar each student.

**V. Attendance/WITHDRAWALS/CONSEQUENCES OF WITHDRAWALS:**

**ATTENDANCE:** Regular attendance and participation are significant factors that help to promote success in college. Students are expected to attend ALL class meetings of all courses for which they are registered.

**WITHDRAWALS:** There are two types of withdrawals.

1. Student Withdrawal – Students wishing to withdraw from the course must complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal deadline as published in the college catalog. The last day to withdraw from any class is March 8. No withdrawals can be processed beyond that date.

2. ADMINISTRATIVE WITHDRAWAL – Students who do not make academic progress in this course will be withdrawn. At least one quiz must be completed within the first few days of the class opening or the student will be withdrawn as a **“NO SHOW”**. A student missing two (2) tests can be withdrawn for failing to make academic progress.

CONSEQUENCES OF WITHDRAWALS: Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance.

## VI. ONLINE HOMEWORK QUIZZES: MAY BE TAKEN FROM ANY LOCATION.

The student will have several sets of online quizzes to complete. This is your homework and should be completed before taking a test. There will usually be 10 – 12 sets of quizzes for each unit test. Each quiz will have 5 questions and will be based on the material covered in class and the textbook. The student will have unlimited attempts at each quiz. Canvas will keep and record each quiz attempt but only the best score will be counted in the CANVAS grade book. Besides being a good resource for learning, these quizzes count as 20% of your course grade. Your quiz average is a fixed part of your grade and not subject to any kind of replacement or being dropped. The quizzes and your attentiveness to them should not be taken lightly.

Your quiz assignments for specified sections close at 11:59 PM (CT) as indicated on Page 5.

Consult the Syllabus to see when the quizzes are due. Note that all availability dates are ABSOLUTE. No quiz assignments can be taken or submitted beyond the availability dates. No exceptions. For any reason. All assignments are open and can be, and should be, completed as soon as possible. If you make the choice to wait to do things too close to the end of when a quiz is available, you are risking doing poorly or not having enough time to complete the assignments.

## VII. TESTS/GRADE DETERMINATION OPTIONS/PARTIAL CREDIT:

### TESTS:

The student will have four (4) unit tests to complete. **ALL tests** must be taken in a **PROCTORED ENVIRONMENT**. (This course does not have a comprehensive final exam.) Each of the four (4) unit tests are weighted at 20%. The due dates and coverage of all tests are found on Page 5 of this syllabus.

### GRADE DETERMINATION:

The students four tests and overall quiz average determines the students weighted average and thereby their course grade. The weighted average is determined as follows:

#### WEIGHTED AVERAGE DETERMINATION:

$0.20 \times \text{Test 1 score}$
$0.20 \times \text{Test 2 score}$
$0.20 \times \text{Test 3 score}$
$0.20 \times \text{Test 4 score}$
$0.20 \times \text{Quiz Average}$
Sum of the above = Weighted Average

#### LETTER GRADE DETERMINATION FROM WEIGHTED AVERAGE:

Wt. Average	Grade
90 – 100	A
80 – 89.9	B
70 – 79.9	C
60 – 69.9	D
Less than 60	F

### PARTIAL CREDIT:

Each test will have 25 questions or answers. [Test 1 has 23 questions with 25 answers. Test 4 has 19 questions with 25 answers.] The computer will grade your test upon submission. Following the submission of all tests your Instructor will review each test. At that time, partial credit points can be added to your test score for incorrect answers thereby improving the grade given by the computer. Note that partial credit points will not be given for unanswered questions or nonsensical answers to questions. Page 6 of this syllabus shows how the partial credit points are awarded and how they help to improve your test score. The student should make a sincere attempt to answer every question.

Again, ALL tests are to be taken in a **PROCTORED ENVIRONMENT** – here on campus at the GCSC Testing Center; at an off campus pre-approved testing site; or using ProctorU. Approval for using testing sites off campus comes from the GCSC Testing Center, not me. All testing arrangements are made either through the GCSC Testing Center or ProctorU. See Page 6 of this syllabus to learn about registering for your tests using Register Blast. Information regarding ProctorU

can also be found on Page 6. Using ProctorU offers you the advantage of testing from home. There is a cost for this service though which is dependent upon how far in advance you register with ProctorU. The closer to your desired testing time, the higher the cost.

#### **VIII. MAKE UP WORK/ACCOUNTABILITY:**

**MAKE UP WORK FOR QUIZZES:** There is no make-up work for the online quizzes. All quiz assignments are expected to be completed by their assigned availability dates. No extensions will be granted for the quizzes. Once "CLOSED" they are "CLOSED". The quizzes are a fixed and important part of your grade. They are not subject to being 'dropped' or 'replaced'.

**MAKE UP ONE TEST:** A student who misses taking a test by its "due date" may still take that test 'Late'. However, no partial credit will be given on a test submitted 'Late'. It is recommended the student make this test up as soon as possible. If a student misses a second test it will be at the Instructions discretion as to whether the student can also make up that test. Again, no partial credit will be applied to a second missed test. A student who misses a test "due date" more than two times can expect to be given a zero (0) on each of those tests.

**RETAKE ONE TEST:** At their Instructors discretion a student may be permitted to retake one test in the hopes of improving their course grade. This retake will be given no later than "finals week" for the current semester, however the sooner the better. A student cannot retake a test if they have already missed a test.

**ACCOUNTABILITY:** The student will be held accountable for all material covered in this course. It is expected that the student is fully prepared for each test and posts a good score. Extremely low scores will not be acceptable. "Extremely low" scores for this course will be defined as raw scores  $\leq 40\%$ . No partial credit will be added to these scores.

#### **IX. EARLY-OUT OPTION:**

The student may choose to complete the course as early as they like. Everything is open. There are no "testing windows". All tests are open and ready to be taken.

#### **X. ACADEMIC INTEGRITY:**

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment and therefore will not be tolerated. "Cheating" includes but is not limited to use of any unauthorized assistance in completing course work. "Plagiarism" includes, but it not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or zero) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the program or the college.

#### **XI. STUDENT ACCESSIBILITY RESOURCES (SARs) STATEMENT:**

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process, email [sar@gulfcoast.edu](mailto:sar@gulfcoast.edu) or call 850-747-3243.

#### **XII. TRIO STUDENT SUPPORT SERVICES (SSS) STATEMENT:**

TRIO is a federally funded grant program which serves first generation students (neither parent has a 4-year bachelor's degree), low-income students, and/or students with disabilities achieve their academic goals. Student success is at the center of everything we do in our program. We offer academic advising, 24/7 online tutoring in most subjects, textbook and computer/technology loans, transfer and cultural trips, assistance with financial aid applications and scholarships, career exploration and dedicated computer lab and study area. All services are FREE to SSS program participants. Visit <https://www.gulfcoast.edu/current-students/trio/> to apply online or call (850) 913-2937 for more information. SSS is in the Student Union West (SUW), room 089.

**XIII. POLICIES REGARDING COVID-19 STATEMENT:**

1. The health and safety of students and faculty are a priority. While on campus and in classrooms, face masks are strongly recommended inside all college facilities to ensure the health and safety of the entire college community and in accordance with the current CDC guidelines. Students and faculty must also practice social distancing when possible.
2. If you are sick, please stay home to protect others. Notify your professor of your condition by phone or email. Visit the college website and COVID 19 policy below for exposure, symptom, and positive test result protocols.
3. If you test positive, please inform your instructor(s) to make arrangements for course requirements and David Thomasee, Campus Safety & Security, at 873-3582. You will receive additional instructions at that time. Confidentiality will be maintained. <https://www.gulfcoast.edu/covid-19-coronavirus.html>.

**IMPORTANT TESTING INFO (AS PROVIDED BY THE GCSC TESTING CENTRE):**

1. ALL appointments for taking a test must be made through Register Blast at a **MINIMUM OF 72 HOURS** in advance. **IT IS RECOMMENDED BY ME THAT YOU REGISTER AT LEAST ONE WEEK** IN ADVANCE OF TESTING.

The link is [www.registerblast.com/gcsc](http://www.registerblast.com/gcsc).

2. Register Blast is only for **main campus** testers; not for GFC, TAFB or off-campus testing.

3. Students who want to test at GFC, TAFB, or with an off-campus proctor must notify the Testing Centre office **ONE WEEK** prior to exam date.

4. A picture ID is required for all tests

5. No cell phones while testing; if a phone rings or vibrates, the exam will be stopped and the student will be asked to leave.

6. No personal items such as backpacks, purses, etc. are allowed in the testing labs.

7. Contact the Testing Centre at 850-769-1551 extension 3336 or [testingcenter@gulfcoast.edu](mailto:testingcenter@gulfcoast.edu)

Here is a link to the GCSC Testing Centre: <http://www.gulfcoast.edu/admissions/testing-services/index.html>

**IMPORTANT TESTING INFO (AS PROVIDED BY PROFESSOR LUSK):**

1. DO NOT DELAY IN MAKING YOUR TESTING ARRANGEMENTS. **MAKE YOUR TESTING ARRANGEMENTS FOR THIS SEMESTER NOW!** There will be hundreds of other eLearners trying to schedule tests throughout the semester, so get your choice of testing dates set early. Remember there are NO extensions for any assignments (quizzes or tests).

2. Anyone choosing to test on the very last day is taking a big risk. If something goes awry – regardless of what it is – you may end up missing that test. NO EXTENSIONS means no extensions. I expect your work to be done in a timely manner. [See item IX – again – in this syllabus. **Early Out Option**]

3. Take advantage of item IX in this syllabus – the **EARLY OUT OPTION**. Complete all tests and quiz assignments ahead of schedule and finish this course at a quicker pace.

4. Students are always allowed to use their calculators when testing. The only calculators used for all mathematics courses at Gulf Coast State College are the TI-83/84 series. Either will suffice.

5. There are no handouts for any of your tests. However, Tests 3 and 4 have links to “formula sheets” that you may consult while testing. You can preview these when you take the “Review” for each of these tests.

6. Beginning in Chapter 4 and continuing through Chapter 6, TI-83/84 calculator instruction is offered while taking the quizzes. These calculator instructions are **NOT** given while testing – only while taking the quizzes.

**WHAT IS PROCTORU?**

ProctorU is a live online proctoring service that allows you to take your exam from your home. ProctorU is available 24/7, however you will need to schedule your proctoring session at least 72 hours in advance to avoid any on demand scheduling fees. Creating a ProctorU account is very simple. All you will need to do is visit (<https://go.proctoru.com/session/new>).

ProctorU also provides free technical support to ensure you have the best testing situation possible. That is available at [www.proctoru.com/testitout](http://www.proctoru.com/testitout). On this page you will also be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative. If you are planning on using ProctorU do not wait to have your equipment tested. Do it now in order to avoid delays when you want to start your test.

To use ProctorU you will need to have a high-speed internet connection, a webcam (internal or external), a Windows or Mac Operating System, and a government issued photo ID. ProctorU recommends that you visit [proctoru.com/testitout](http://proctoru.com/testitout) prior to your proctoring session to test your equipment. For additional technical services needed before your exam, you can click on the button that says “Connect to a Live Person”.

**TEST TAKER WALK THROUGH VIDEO**

url: <https://vimeo.com/129576577#t=105s>

**HOW PARTIAL CREDIT IS APPLIED:**

AFTER COMPLETING YOUR TEST EACH ANSWER WILL BE REVIEWED BY YOUR INSTRUCTOR. BASED ON THOSE ANSWERS MARKED "INCORRECT" YOU MAY RECEIVE PARTIAL CREDIT.

**NOTE:** NO PARTIAL CREDIT WILL BE GIVEN FOR UNANSWERED QUESTIONS OR NONSENSICAL ANSWERS TO QUESTIONS.

PARTIAL CREDIT IS APPLIED AS FOLLOWS:

EVERY TEST HAS 25 QUESTIONS/ANSWERS				
COMPUTER SCORE	+	PARTIAL CREDIT	=	TRANSLATION INTO A TEST SCORE
25		0		100
24		0.375		97.5
23		0.75		95
22		1.125		92.5
21		1.5		90
20		1.875		87.5
19		2.25		85
18		2.625		82.5
17		3		80
16		3.375		77.5
15		3.75		75
14		4.125		72.5
13		4.5		70
12		4.875		67.5
11		5.25		65
10		0		40
9		0		36 (9/25)
8		0		32 (8/25)
7		0		28 (7/25)
6		0		24 (6/25)
5		0		20 (5/25)
4		0		16 (4/25)
3		0		12 (3/25)
2		0		8 (2/25)
1		0		4 (1/25)
0		0		0 (0/25)

PARTIAL CREDIT points are determined by multiplying the number of questions you missed times 0.375.

For example, if your computer score is 19.5, then you missed 5.5 questions. Partial credit to be applied to your score of 19.5 is  $5.5 \times 0.375 = 2.0625$ .

Your test score becomes  $19.5 + 2.0625 = 21.5625$ .

Multiply by 4 to get your score.  $21.5625 \times 4 = 86.25$ .

\*NOTE: RAW SCORES LESS THAN OR EQUAL TO 40% WILL NOT BE GIVEN ANY PARTIAL CREDIT.