MGF 1106 Math for Liberal Arts I
093200  C – 203 8:00 AM – 9:15 AM MW

Instructor: Mrs. Mary Beth Mizell
Office: Adjunct office, Building L
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Instructor's Web page: http://faculty.nwfsc.edu/math/mizellm/

Catalog description: This course is designed for those students needing only general education mathematics courses. It includes systematic counting, probability, statistics, geometry, sets, logic, and the history of mathematics.

Calculator Policy: A scientific calculator OR non-symbolic graphing calculator is required. The TI-83/84 Series is fine but TI-89’s and TI-92’s are not permitted. Under no circumstances is a cell phone, computer, or any type of electronic device to be used as a calculator.

Prerequisites: Completion of MAT 1033A or equivalent with a “C” or better or suitable placement score. MGF 1107, Math for Liberal Arts II, is a lateral course with MGF 1106, Math for Liberal Arts I and may be taken before, after, or current to MGF 1107.

Textbook: Thinking Mathematically, Blitzer, sixth edition. You will need your personal My Math Lab access code that comes with your textbook package. You will also need the course id for this course:

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Course ID: mizell58377

Important items: You will need a small supply (less than 25 sheets) of unlined paper for worksheets. I also strongly suggest using a binder to keep all course materials organized as well as a three-hole punch and a small stapler. Internet access is necessary for this course but if you do not have Internet access and/or a printer, there are numerous locations on NWFSC’s campuses (including in this building) where you may have access to both (printing charges may apply).

Summary of course requirements:

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<th>Requirement</th>
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<td>My Math Lab Homework</td>
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<td>In Class Tests</td>
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Grades will be tabulated as a percentage of 100 points and the grading scale will be the following: A: 90-100, B: 80-89, C: 70-79, D: 60-69, F: below 60. An incomplete grade (“I”) may be awarded when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY.

To receive an "I" a student must have successfully completed a significant portion of the required coursework and be able to finish the remaining work without attending class. An “I” grade will convert to a grade of “F” if the student does not complete the remainder of the coursework by the established deadline.
Worksheets/Participation (10%): Each lecture day, you will receive a daily participation grade in class. Sometimes, this grade will be based on a graded worksheet that you will turn in. Graded worksheets must be completed on unlined paper. At other times, I will ask you to work problems that will not be turned in. We will go over these problems together in class and provided you actively work on the problems (“participation”), you will receive a “10” for that day’s worksheet/participation grade. Worksheet/Participation grades may not be made up for any reason other than a mandatory school-sponsored activity for which you must miss class. The worksheet/participation grade may not be made up if you leave early. At least two worksheet/participation scores will be dropped. You are strongly encouraged to work on the worksheets together.

My Math Lab Homework (20%): The homework for this course will be assigned, completed, submitted and graded online via My Math Lab.

Each section has a corresponding assignment. Most assignments will have between 25 and 40 problems. There are periodic due dates (the dates of the three in class tests) and the due dates will not be extended for individual students. You should make every effort to keep up with your homework. The optimal time for you to do your homework is immediately after the lecture. Waiting until the due date is NOT the way to learn math. Additionally, I make no assurances as to what time My Math Lab will cut off on the day homework is due. The program also occasionally has downtime or (rarely) technical issues. Due dates are generally NOT extended if this happens. Keep current with your homework! As an incentive, students who achieve 80% on every homework assignment for an in class test period will receive a ten point bonus on the corresponding in class test. If you do fall behind, please keep in mind that I will reopen all homework near the end of the semester (bonus points will not be awarded retroactively). No homework scores will be dropped.

Registering for My Math Lab is a requirement of this course. Written homework will NOT be accepted in lieu of My Math Lab homework.

In Class Tests (40%): There will be three in class tests. Tests may not be made up for any reason other than a mandatory school – sponsored activity for which you must miss class. Students who miss a test for verifiable NWFSC/Collegiate reasons (including DSS students) must make arrangements with the instructor to take a make – up test in the SSC. The make – up test must be taken before the next class meeting.

If you miss one test for any other reason, your final exam score will be substituted for that test grade. Substituting the final exam grade for a missed test is done for students who have extenuating circumstances which prevent the student from attending class on the day of the test. If you come to class on the day of a test, it is expected that you will take the test. A second missed test is a zero. No homework bonuses are awarded on a test when the final exam is substituted or you receive a zero on a missed test. No low test grades will be dropped. If you take all three tests, the final exam score will NOT be substituted for a low test score. The final exam score is only substituted when you miss a test (for non NWFSC reasons).

Final Exam (30%): The final exam is comprehensive. Students who do not take the final exam will receive a zero for the final exam unless prior arrangements have been made for a rare incomplete. If you miss the final and do not email me by the day of the exam, I will assume you wish to take a zero on your final exam.

Class Notes: You are beyond strongly encouraged to print out class notes prior to coming to class. I will supply notes for the first day of class. Printed class notes are available on the course website (NWFSC, Academics, Departments, Mathematics, Faculty Webs, Mizell (Mary)). The printed notes will be used extensively during class. You can also access this website from your My Math Lab account.

Textbook: You should prepare for each class period by reading the corresponding section (and looking over the printed notes) in the textbook. After class, you should work extra practice problems in the textbook. These will not be graded but are important. Please bring the textbook to class each day.
Attendance policy: Class attendance is an integral part of the learning process for this course. Students are expected to attend class regularly, as well as to arrive and depart on time. There are no make-ups in this class other than for mandatory NWFSC activities (including those mandatory activities involving the Collegiate High School). If it is a mandatory NWFSC/Collegiate activity, you must contact me PRIOR to the scheduled NWFSC/Collegiate activity to make alternative arrangements for a make-up and you must take the make-up prior to the next time the class meets following the in-class test. Other absences, including absences such as those due to documented illness or other emergency will not be accommodated. There are NO excused absences other than mandatory NWFSC/Collegiate activities. If you miss a day and a worksheet/participation grade is given, you will receive a zero for that grade. At least two worksheet/participation grades will be dropped at the end of the semester. If you miss an exam, your final exam grade will be substituted the first time you miss an exam. A second missed exam is a zero. If requested by anyone at NWFSC (the Athletic Department, the Collegiate High School, Dual Enrollment etc), I will report attendance. Students who stop attending class or are not able to pass the course due to attendance expectations stated in the syllabus may receive a failing grade of FA. An FA grade is a failing grade in GPA calculations and may impact the receipt of federal aid in subsequent courses.

Grades: All grades will be posted to your My Math Lab account (worksheets/participation, homework, tests, final exam). Check your grades frequently.

Special Needs: If you have special needs for which accommodations may be appropriate to assist you in this class, please contact The Office for Students with Disabilities or Special Needs (OSDSN) inside the SSC. The phone number is 729-6079 and the fax number is 729-5300. The email address is smithe15@nwfsc.edu. Please see me privately if you have accommodations.

Student Rights, Responsibilities, and Academic Integrity: Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the Northwest Florida State College Catalog and Student Handbook. Students should be familiar with the rights and responsibilities detailed in the current Northwest Florida State College Catalog and Student Handbook. Plagiarism, cheating or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

Children in the classroom: As a courtesy to other students and the learning process, students may not bring children to class with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, please contact the instructor as soon as possible.

Cell Phones: Cell phones, pagers and other such electronic devices must be turned off during class and lab time. Communication by electronic devices, including but not limited to instant messaging, text messaging, and telephone, during class is strictly prohibited unless expressly designated as part of the learning activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor.

Support Services: Free tutoring is available for all students. Tutoring is available at both the Math Lab (L – 131) and the Academic Success Center in Niceville as well as on the satellite campuses.

Disclaimer: In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, the date for any exams, presentations or assignments due during the closure period will be postponed. A revised schedule will be available at the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.
Courtesy:
The use of a cell phone in this class is strictly prohibited. This includes (but is not limited to) texting, surfing the web, recording lectures (unless accommodations call for such use) and using a cell phone as a calculator. It is NEVER acceptable for a cell phone to ring in class. If you must take a call for an emergency situation, you should immediately leave the classroom. Additionally, please complete calls prior to entering the classroom (even if class has not started).

The use of a laptop computer in this class is strongly discouraged. Please see the instructor if you need an exception to this policy. It is never acceptable to work on My Math Lab homework during class. You should be taking notes, working on problems that I assign during class, and working on worksheet problems. My Math Lab homework is to be done outside of class. Viewing and/or taking course notes on a laptop computer are not permitted. If you have a tablet (flat on the desk) and you are using a stylus to take notes, an exception might be granted.

Please do not talk with other students while the instructor is speaking. It creates a distraction to other students and is not appropriate.

Please arrive to class on time and leave on time. If other commitments cause you to be consistently late for class, you should strongly consider dropping this course. Also, if you arrive late, please walk around the classroom quietly and not directly in front of the instructor as this creates a distraction for other students.

Please do not eat, drink (other than bottled water), chew gum, or consume tobacco products during class. This is a distraction to other students and is against department policy.

Please sit in the same seat on a consistent basis. A seating chart will be used. I reserve the right to change the seating arrangement at any time, for any reason (positive or negative).

Above all, be respectful to other students and to the instructor. My goal for this class and every class I teach is to create a supportive learning community.

Email:
Emailing me (mizellm@nwfsc.edu) is the best way to communicate with me. I check my campus email frequently during the week (less frequently on weekends). Emails should be courteous and professional and should generally not request changes to course policies. Emails about homework are always welcome but please ask specific questions. When you email me, please include the name of the course, the time it meets, and your full name.

What should you do when you miss class?
1. If it is a lecture day, read the corresponding textbook section. Use the Multimedia option in My Math Lab to view section lecture videos. Print out the notes and work through them. Work on the corresponding sections in My Math Lab and use the “view an example” option. If you’re not there, you must prepare!
2. If it is a test date, email the instructor. If it is your first missed test, your final exam score will be substituted. A second missed test is a zero.
3. You cannot make up worksheets or tests in this class. There are no “excused” and “unexcused” absences. The only exception is a mandatory NWFSC/Collegiate activity.
How do you succeed in this class?

- Prepare for class by reading the textbook sections to be covered, printing and reading the class notes, and organizing your class materials.
- Come to class each day prepared with the textbook, calculator, printed notes, paper (including unlined for worksheets), and pencil. Arrive on time and stay until class is dismissed. Actively participate in class. Take notes. Work problems. Ask questions. Work with your classroom colleagues on worksheets. Study together for tests.
- Learn how My Math Lab works. For our class, this means that you should register and begin working on your homework. Choose the “Homework” option from the main menu. Work on the assignments in order. If you miss a problem, choose “similar problem” to bring up a new one. Working on “Homework” is the only graded item you have to do within My Math Lab. Your grades are also posted in My Math Lab for your convenience.
- Prepare for the tests and final exam by working and reworking the practice test problems and suggested textbook problems until you are completely confident and comfortable with the material.
- Be mindful that the way to learn math is do math. In addition to taking notes, completing worksheets, and completing the My Math Lab homework, you should be working additional problems. Work the “Checkpoint” problems throughout each section of the textbook. Answers are provided. Also work odd numbered problems at the end of each section. Textbook problems are not graded but are there to provide you with the additional practice you need to succeed in class.
- Get help early and often. See the instructor before and/or after class. Take advantage of the free tutoring available in the Math Lab and the ASC.
- Expect to work hard in order to get the results you desire.

Remember: The bottom line is that if you have to pass a class (or make a certain grade), you do what it takes to pass that class, early and often. For this class, that means coming to class every day (and actively participating by taking notes and working problems), doing your My Math Lab homework, and preparing for the three chapter tests and the final exam to the point that you could explain the material to someone else.

Additional Notes: Course policies are subject to rare changes for individuals (at the instructor’s discretion) due to extreme extenuating circumstances. This syllabus is subject to instructor change with written notification to the student.