MATH 104 – FINITE MATHEMATICS

Course Syllabus

**Syllabus Objective**

The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.

**Getting Help**

To receive technical assistance on issues related to Blackboard contact:

*Academic Instructional Technology Help Desk*
*Monday-Friday 8:00 a.m. - 5:00 p.m. Mountain Time*
*719.587.7371*
*asaitc@adams.edu*

To receive technical assistance on issues related to Blackboard Collaborate, 24 hours a day 7 days a week, call: 1(877)382-2293.

**Welcome**

Welcome to MT104 online – Semester based!

We are using MyMathLab for this course – both for your exams and for the assignments. The discussions will be completed in Blackboard. For MyMathLab, you will need to create an account.

To access this, go into Blackboard then into this class. On the bottom right, you will see a MathLab link. This will take you to MyMathLab. The first time you log in, you will need to create an account and enter your access code (this comes with the ISBN for this course – if you didn’t buy this, you will need to.

Every time you want to do an assignment or take an exam, you will access them through the MathLab link. Grades are transferred from MyMathLab to Blackboard every hour.
If you are having trouble with it loading MyMathLab after registering, you may need to remove an often-unknown program.

Go to Start/Control Panel/Programs/Uninstall

Slide down and see if you have Scorpion or Scorpion Screensaver. If you do, uninstall these and it should work for you.

Best Regards,
Dr. Coddington
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Introduction

All correspondence in this class should be through Blackboard messaging. I will not correspond with anyone except the student – no parents, spouses, coaches etc. All correspondence will ONLY be directly with the student.

There are 4 Exams in this class. Exam 2 is available online without online proctoring. The online exams are 35 questions and you have 2 hours to complete them. They will be accessible to you after you complete the homework for that exam and I have graded it:

Exam 1 – Lessons 1 and 2 homework
Exam 2 – Lessons 3 and 4 homework
Exam 3 – Lessons 5, 6 and 7 homework

If you think the exams should be available and it is not, you need to contact me first. The 2nd, 3rd and final exams are also available online but they must be proctored online and therefore this requires a web camera. Prerequisites for Exam 4 are successful completion of Exams 1, 2, and 3.

Please note: you must have a government issued ID – a student ID is unacceptable for all proctored exams.

You may NOT leave the room for any reason during the exam. You have 2 hours to complete the exam.

You may use one (1) 8/5x11 sheet of paper with notes as well as a calculator, which does not calculate payments, interest, etc.

NO OTHER ELECTRONICS, including BUT NOT LIMITED to cell phones, iPads, iPods, mp4 players, etc. are permitted in the testing room. Cheating, plagiarism, violation of the testing rules, or violations of the Adams State Code of Conduct will not be tolerated. Any instance of this could result in an immediate grade for the class as an F. If you have any questions, please let me know.
Instructor Information

Instructor: Dr. Jill Coddington
Email: coddington@adams.edu
Phone: 719-338-6376
Virtual Office Hours: 9am – 7pm Mon – Fri, MST

Course Delivery

Online, Semester-based

Credit Hours

3 Semester Hours

Course Prerequisites

MATH 097 minimum grade S-C
MATH 099 minimum grade: S
OR Math Placement Test minimum score: 23
OR ACT Math minimum score: 19
OR SAT Math minimum score: 440
OR ACCUPLACER Elementary Algebra minimum score: 85

Course Time Limits

All Semester-based courses follow a 16 week calendar as detailed in the Course Schedule.

Course Materials

Textbooks can be purchased from the Adams State University Bookstore. To order textbooks or obtain information about book titles, you may go to exstudies.adams.edu and click on the "Bookstore" link. Select the campus “Extended Studies”. (www.bkstr.com/adamsstatetor/home)

Use Section Number: 1400 to order books from Bookstore site. This should provide the correct textbook information and ordering options.

If you have questions, you can contact the Bookstore by phone at 719-587-7912, email at asubookstore@adams.edu, or by mail to Adams State University Bookstore, 1603 1st Street, Alamosa, CO 81101.
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Required Textbook:


Required Additional Fee for Each Proctored Exam:

- Up to 1 hour: $16.00
- Every additional hour after: $7.00 per student per examination.
- In this course, Exams 2, 3 and 4 are proctored online.

Catalog Description

Topics covered include functions and their graphs, matrices, linear programming, probability, and descriptive statistics. Applications are studied from the areas of business, behavioral sciences, economics, and the social sciences.

The goal of this course is to improve and enhance the basic math skills of the student, specifically in the areas of graphs, matrices, probability, and statistics.

The purpose of the course is to provide a wider perspective of applied mathematics, how it works, and why and how it is utilized in the real world. This is imperative to the student no matter what the field of study and completes the mathematics requirement for several degree programs.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Solve a variety of mathematical problems using techniques presented in the content outline.
2. Use mathematical methods in making everyday decisions.
3. Use mathematics to interpret and analyze data.
4. Demonstrate critical thinking skills appropriate to a college-level mathematics class.

Course Requirements

Syllabus Assignment

There is a 5 point extra credit syllabus assignment. This is to summarize your understanding of the syllabus. This is to be sent through messaging in Blackboard to your instructor.
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Academic Integrity Quiz

You are required to read and accept the Adams State Academic Integrity Policy. While it is not graded, it must be completed by the end of Module 1. It is listed under Module 1 under the heading "Accept Academic Integrity Statement."

Discussions

Discussion have 2 grading components – 50% is on the original post. 50% is on the 2 or more responses. Responses MUST be substantive – “I agree” or “good job” will not earn any credit.

There are 5 discussions in this class and participation is MANDATORY. You cannot receive a final grade without participation.

The first is an introduction discussion.

The second is a Question and Answer discussion. Even if you don’t have a Question, you MUST post here – you can answer another’s question or you can post a detailed solution of a problem.

Discussions 3-5 are exam preparation discussions.

Assignments

Assignments for this class are completed in MyMathLab which is accessed through Blackboard - Assignments. This is an interactive site that will assist you with solving problems and offer etextbook options, additional examples, and hints in solving problems. The first time you go to this site, you will need to register. It is IMPERATIVE that you use the same first and last name as you have in Blackboard (the online site you are now at) because grades have to be imported from MyMathLab. Not doing so will delay your final grade being posted.

The first lesson in MyMathLab will help you get used to the site and learn how to answer the homework. Please note that homework MUST be completed before exams are released and a grade of a 0 on the homework will NOT release the exams.

Exams

Exams are also in MymathLab and accessed through Blackboard – Assessments. Exam 1 is not proctored and can be taken anytime through the link in Blackboard under Assessments.

Exams 2, 3 and 4 (Cumulative final) are taken through Examity. An announcement and an email will contain all the instructions necessary to register for the exams.
Online Proctored Exams:

You will take TWO exams remotely, proctored by a service called Examity®. Detailed instructions on how to use Examity® are on the Syllabus and Information Page of this course. Please read the directions carefully and log in to Examity® as soon as possible to set up your profile. You should do this a minimum of one week before you plan to take your first Examity® online proctored exam.

To use Examity®, you will need to make sure you meet the following technical requirements:

- You must take your exam on a computer with a webcam and a microphone (both built-in and external are fine). You can test your webcam at www.testmycam.com.
- You must take your exam from a location with sufficient internet speed: at least 3 MPS upload and download speed. You can test your internet speed at http://www.speedtest.net.

IMPORTANT: There is an additional fee to students associated with taking an online proctored exam. See the Course Materials section of this syllabus or the Online Proctored Exams tab on the Syllabus and Information page for information on costs and how you can pay for your exam.

If you have any questions or concerns while setting up your account, registering or taking an online proctored exam, you can contact Examity's technical support team 24/7 via email at support@examity.com, phone at (855)-392-6489, or via live chat from the Examity® dashboard.

In this course, Exams 2, 3, and 4 will be proctored online.

Instructor Response Time: I will respond to all messages in Blackboard within 72 hours. This should be the main and only communication channel. You can attach documents here as well if needed.

Please Note: Communication concerning this class, both during and afterwards, will be discussed with the student. At no time will I discuss this with anyone other than the student. After the class is completed, the student can order transcripts to be sent/given to any other concerned parties.

All written work is subject to plagiarism detection software review. Identified instances of cheating or plagiarism will follow the Academic Integrity statement in the Syllabus.
Grade Distribution and Scale

In alignment with ASU academic policies, no D may apply to a major or minor field.

Grade Distribution:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>700</td>
<td>20%</td>
</tr>
<tr>
<td>Exams (3 – 525 each)</td>
<td>1575</td>
<td>45%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>875</td>
<td>25%</td>
</tr>
<tr>
<td>Discussions</td>
<td>350</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grade Scale:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3150 – 3500</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>2800 – 3149</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>2450 – 2799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>2100 – 2449</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0 – 2099</td>
<td>59% and below</td>
<td>F</td>
</tr>
</tbody>
</table>

ADA Statement

Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to university programs. In order for a course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Disability Services (ODS) is located in Richardson Hall, Suite 3-100, by mail at 208 Edgemont Blvd., Suite 3-100, Alamosa, CO 81101, by email at odsd@adams.edu, or by calling 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses. Please communicate with them as early as possible; this can be in person, via email, or by phone. The Disability Services Coordinator shall either provide you letters to give to your professors for accommodations or email these letters out to you and your professors.

Academic Integrity

In accordance with Academic Policy 100-03-01, Adams State University, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State University. Students and faculty at Adams State University value academic honesty as a virtue essential to the academic process. Cheating, plagiarism, unauthorized possession or disposition of academic materials, or the falsification or fabrication of one’s academic work will not be tolerated.
Any offense will result in a zero for the exam, lesson, or exercise in question and will result in failure of the course. Please refer to the ASU Extended Studies Academic Integrity website for more information including the student handbook: Academic Integrity at Adams State University.

You are required to read and accept the Adams State Academic Integrity Policy. While it is not graded, it must be completed by the end of Module 1. It is listed under Module 1 under the heading "Accept Academic Integrity Statement."

All written work is subject to plagiarism detection software review.

Student Identity Verification

Adams State University utilizes a variety of methods to verify the identity of students enrolled in courses, including but not limited to: secure logins and pass codes, proctored exams, security questions, and other technologies and practices that are effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus, other University documents, and on the University website. Adams State University reserves the right to request additional government-issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, or suspension from the course, academic program or University, or expulsion from the University.

Technical Skills

To be successful in this course, students are expected to be able to:

- Navigate the World Wide Web and efficiently use a web browser such as Firefox
- Have a basic understanding of their computer operating system
- Use Adobe Reader to view and download .pdf documents
- Communicate via e-mail and attach files
- Play audio/video files
- Use a word processor such as Microsoft Office to create documents
- Use Blackboard tools which may include Collaborate
- Download and open PowerPoint presentations

Technical Requirements

A complete overview of the technical requirements and software for this course can be found here. Blackboard tutorials are available in the Student Support Module, located in the Syllabus and Information section of this course. Information for receiving technical assistance is also included. Keep in mind that in order for Blackboard to function
properly, you must allow pop-ups for the site (online.adams.edu) and have Java properly installed on your computer. For more information on these and other technical requirements, see the videos in the Student Support Module in the above mentioned location.

**Netiquette**

Netiquette is the set of guidelines for communicating online in a professional and civilized manner. Students are expected to be courteous by demonstrating netiquette when communicating with their peers and instructor in this course.

- Be careful with the use of sarcasm and irony, as these can be easy to misinterpret.
- Do not post excessively or monopolize the conversation.
- Consider using a text editor such as Notepad to organize your thoughts before you post a reply.
- Do not type in all capital letters, as this can be considered shouting.
- Avoid the use of emoticons, abbreviations and informal language.

**Accessing Library Resources**

Students enrolled in this course can utilize the [Adams State Nielsen Library](http://www.adams.edu/library/resources/database.php) from on and off campus by selecting the Nielsen Library link in the Syllabus and Information tab of the Course Menu. You will be asked to enter in your username and password. Use the same login information that you use to access Blackboard and all other Adams State information. This will bring you to a page that will provide you with login information for the different databases to which Adams State subscribes. With the login information in hand, go to [http://www.adams.edu/library/resources/database.php](http://www.adams.edu/library/resources/database.php)

**Adams State Resources**

Adams State provides several resources to assist you and make your online learning experience a positive one. A listing of resources is available on the One Stop Student Services page on the Adams State Website ([http://www.adams.edu](http://www.adams.edu)). Some of the highlights are:

- [Records Office](http://www.adams.edu/library/resources/database.php) - Campus contacts available to help you through the registration process.
- [Computing Services](http://www.adams.edu/library/resources/database.php) - Technical assistance.
- [Disability Services Handbook](http://www.adams.edu/library/resources/database.php) - Student Services can arrange assistance for students with special needs or disabilities.
- [Academic Calendar](http://www.adams.edu/library/resources/database.php) - Keep track of important dates.
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The Paw Print- Adams State Student Newspaper.

Institutional Policies

All students are responsible for adhering to the expectations, policies, and procedures outlined in the Student Handbook.

For Institutional policies on items such as The Americans with Disabilities Act, Academic Integrity, Student Rights and Responsibilities and The Family Educational Rights and Privacy Act of 1974 (FERPA); please see the Student Handbook.

Extended Studies Policies and Procedures


Course Evaluation

At the end of the course you will be asked to complete an evaluation specifically for this course. This evaluation will be reported anonymously. Your comments and recommendations will be seriously considered as the course is updated. Your input throughout the course contributes to my commitment to continually improve the quality and relevance of this course.

Getting Started

Refer to the information contained in this syllabus anytime you have a question regarding the basic course information.

1. Review the Student Support Module contained in the Syllabus and Information section.
2. Proceed to Module 1.