Instructor: Tandy Del Vecchio, UM Orono Campus, First Class email (tandy.del@maine.edu)

Best method to reach me in summer is email, as I will not be on campus.
I will respond to your email within 24 hours.

Description: MAT111 no longer satisfies the University of Maine General Education requirement in math. This course is intended for students who need the prerequisite skills to move onto MAT122 (precalculus) or MAT115 (business math). This course will cover much of the material that you saw in high school. The emphasis of the course will be on the reinforcement of algebraic skills without completely losing sight of the possible uses of algebra. Topics include linear, quadratic, polynomial, rational, and radical equations, functions and graphs, as well as applications to problems from other disciplines. In this online version, learning will take place through the MyMathLab online website. Homework & quizzes will occur online, and a written midterm & final exam will be proctored.

Required Computer: You must have your own PC or MAC with a high-speed connection. If you plan on using someone else’s computer for the course, you must have administrator rights to the computer, so that you can download all plug-ins. You will be spending multiple hours per day on the computer. The course website lists all minimum requirements for the computer.

http://dl.umaine.edu/info/welcomepage/WelcomePage.php?course=MAT111_990


Required Access Code: Course Compass/ MyMathLab access code, available for purchase in bookstore or at www.coursecompass.com. The access code is also packaged with new text book purchase if you choose to purchase a book. The book is optional because the entire book is available within the Course Compass site. Directions on how to sign onto the Course Compass page for the course are at the end of this syllabus.

Technology: You will need a calculator for some homework & quiz questions, though calculators are not allowed on the proctored midterm or final. A scientific calculator is sufficient.

Course Website: At the course website you can view a video which provides an overview of the Course Compass software. It is highly recommended prior to the start of the semester.

Schedule: A detailed schedule of all required work and deadlines will be posted.

Communication: Announcements and communications between the instructor and the entire class will take place on MyMathLab. If you have a question specifically for me, please email me using my maine.edu account (above). Please make it clear in the subject that you are in MAT111 online (I’m teaching other online courses this summer).

Help Available:
- Math Lab: 116 Neville. It is staffed in the summer by a graduate student who is there to answer questions from students taking summer math courses. Hours to be determined.
- Help Tutor Center. This is a toll-free tutoring center available through the publisher. Call 1800-435-4084 between 5pm and midnight Sunday – Thursday.

Course Components:
- Homework: There will be a graded homework assignment for each section covered – usually 6-8 per week. The homework must be completed before each expiration date and time (Sundays at 11:59pm). No extension will be given, except in extenuating circumstances. Please email me prior to deadline if you request an extension. You can re-do the homework as many times as you like, asking for help from me as you work through the problems.
For each assignment, there will be a set of videos and other media (ebook, animations, etc) that will need to be watched while working through the problems. When completing homework problems, please be sure to click on the “Submit Homework” button frequently so that your homework grade is recorded as you go along.

You should work until you get 100% on all homework assignments. Since you can re-do any problem that you get wrong (by choosing “similar exercise”), the only reason to not work until you get 100% is that you run out of time prior to deadline.

- **Quizzes:** There will be two-three graded quizzes each week, each covering about three homework sections for that week. The quizzes must be submitted prior to the deadline (usually Sundays at 11:59pm). No extension will be given, except in extenuating circumstances when I am contacted in advance of the due date. You will have two tries for the quizzes, the highest score will be used. You don’t, however, have to complete the quiz in one sitting. The software saves your work as you go, and you only push “Submit Test” when you are completely done and ready for your grade.

- **Written Midterm and Final Exam:** There will be a two-hour proctored midterm and a two-hour proctored final exam. Dates for both are on the schedule. Tests must be taken at one of the off-campus Testing Sites or on Orono’s campus. If you are out of state, you must arrange a proctor in your area.
  - For ORONO’s Students: The midterm will be given on Thursday June 7th from 4:00 – 6:00 pm in room TBA. The final exam will be given on Thursday June 21st from 4:00 – 6:00 pm. Alternate test time will be extended with written permission before the exam.
  - For DISTANCE Students: The dates for the midterm will be anytime on 6/5 – 6/8 (tests are taken at one of the off campus sites any day within the time period, or with your out-of-state proctor). The final exam can be taken on 6/19-6/22. At the start of the course, you will register to take the test at one of the testing sites by completing an online form.
  - Calculators are not allowed on midterm or final.
  - You may not share any test information with anyone who hasn’t taken the test. Violators will be charged with academic misconduct.

**Course Grades:** The course grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
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<tr>
<td>Midterm</td>
<td>30%</td>
</tr>
<tr>
<td>Final</td>
<td>30%</td>
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</tbody>
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Final letter grades are determined as follows: 60-69 (D), 70-79 (C), 80-89 (B), 90-100 (A). In borderline cases, I use plus and minus grades at my own discretion.

**Working from Home:** The plugins must be installed on your PC or Mac. The minimum requirements are provided on the course website. The software plug-ins are at [www.coursecompass.com](http://www.coursecompass.com). Once you login (using the ID and password that you will create in the course), click on the Browser Check. You do NOT need to load the Test-Gen application.

**Working Ahead in Course:** All work prior to the midterm will be posted at the start of the course. The second half of the material will be posted after the midterm.

**Make-Up Policy:** Makeup work will be allowed for homework and quizzes with my discretion and generally only under extenuating circumstances, when I’m contacted prior to the due date. Your lowest three homework grades and lowest 2 quiz grades will be dropped to account for any missed assignments due to illness or any other circumstances.

**Academic Integrity:** You are encouraged to become familiar with the Student Conduct Code ([http://www.maine.edu/policyscc501.html](http://www.maine.edu/policyscc501.html)), especially the first seven violations, which speak to issues of academic misconduct. The Student Conduct Code is, as always, in effect in this course. Acts of academic dishonesty will result in, at minimum, a zero on the exam, quiz, or homework, and report of the incident to the conduct office.

If you have a disability for which you request an accommodation, please contact me or Ann Smith, Coordinator of Services for Students with Disabilities (Onward Building, 581-2319) as early as possible in the term.

**Additions to course syllabus**

**Course Schedule Disclaimer (Disruption Clause):** In the event of an extended disruption of normal classroom activities, the format for this course may be modified to enable its completion within its programmed time.
Sexual Discrimination Reporting
The University of Maine is committed to making campus a safe place for students. Because of this commitment, if you tell a teacher about an experience of sexual assault, sexual harassment, stalking, relationship abuse (dating violence and domestic violence), sexual misconduct or any form of gender discrimination involving members of the campus, your teacher is required to report this information to the campus Office of Sexual Assault & Violence Prevention or the Office of Equal Opportunity.

If you want to talk in confidence to someone about an experience of sexual discrimination, please contact these resources:
For confidential resources on campus: Counseling Center: 207-581-1392 or Cutler Health Center: at 207-581-4000.

For confidential resources off campus: Rape Response Services: 1-800-310-0000 or Spruce Run: 1-800-863-9909.
Other resources: The resources listed below can offer support but may have to report the incident to others who can help:

For support services on campus: Office of Sexual Assault & Violence Prevention: 207-581-1406, Office of Community Standards: 207-581-1409, University of Maine Police: 207-581-4040 or 911. Or see the OSAVP website for a complete list of services at http://www.umaine.edu/osavp/

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To Register for My Math Lab for Online MAT111 Summer 2018:
(you can register starting May 7th)

- Go directly to MyMathLab:
  http://www.pearsonmylabandmastering.com/northamerica/mymathlab/
- To register, you will need:
  - The course ID delvecchio00906
  - A student access code, which can be either purchased separately on the Course Compass website or in the bookstore, or it comes bundled with a new textbook purchase at the bookstore.
- Follow the directions on the screen to register, and remember your login name & password!

To Install Needed Plugins On Your Home Computer:

- Once you register and sign on, click the "MAT111 Online Sum 17" course.
- Click on the Browser Check
- Follow the directions to install all the needed plug-ins onto your computer. You do not need to install the Test-Gen plugin.