



NORTHWEST FLORIDA STATE COLLEGE

MGF 1107 Liberal Arts I, 3 credit hours

Summer 2017

- Professor: Cynthia McGinnis
- Office Hours: Monday/Wednesday 3:30 - 4:30 Tuesday Thursday 12 - 1:00pm
- Phone: 850-729-6028
- Email: mcginnic@nwfsc.edu
- Final Exam: 08/08/2017
- Reference Number: 30048
- Campus/Room: Distance Learning
- Electronic Resources: MyMathLab.com

Course Description

Liberal Arts II is for students who do not require Algebra in their degree plan or for students who want to explore several areas of mathematics. The topics to be studied are Number Theory, Number Representation and Calculation, Algebra, Personal Finance, Voting and Apportionment, and Graph Theory.

Course Prerequisite

Prerequisites or Co-Requisites: MAT1033 Intermediate Algebra or equivalent

Course Materials

MYMATHLAB ACCESS CODE The mymathlab access code is included with the text book when you purchase your text from the book store. Or, you may purchase the access code without the text book. The entire textbook and learner resources are online.

- Internet Access (broadband is recommended)
- Activated NWFSC E-mail Account
- mymathlab.com access code

Optional Texts:

Thinking Mathematically, Blitzer 6th ed ISBN 978-0-321-86732-2

Student Learning Outcomes

- Students will be able to demonstrate critical thinking skills through problem solving.
- Students will be able to demonstrate an understanding of properties of sets such as intersections and unions by constructing or analyzing Venn diagrams to solve applications such as survey problems.
- Students will be able use logic to communicate effectively and apply patterns of reasoning for decision making.
- Students will be able solve application problems involving angles, polygons, and three-dimensional figures.
- Students will be able to demonstrate an understanding of counting methods by using the Fundamental Counting Principle, and calculating combinations or permutations.
- Students will be able to demonstrate an understanding of the basic principles of probability by solving problems involving probabilities and odds.

Grading Procedures

The percentages earned for each of the following activities will determine the final course grade.

Homework	10%
Discussions	10%
Quizzes	15%
Chapter Tests	15%
Average of Midterm and Final Exam	50%
Total Maximum	100%

Letter grades will be assigned as follows:

90% or better	A
80 – 89%	B
70 - 79%	C
60 – 69%	D
Below 60%	G

Homework

- Required homework is online: MyMathLab.com Under “Homework”
- Homework must be completed on a weekly basis.
- All homework due dates are posted on MyMathLab; **every Monday** you will have an assignment due; test, quiz homework **or all three**.
- You can work homework as often as you like but it **must** be completed by the due date.
- Please be advised: Complete your homework a few days before the due date. Computer issues/Connection problems, ect are not an excuse for late assignments.
- **Late homework is not accepted for any reason.**

Discussions

Throughout the course, you will be asked to discuss various topics. The available dates and end dates are listed in the Discussion: For example: [Meet your Classmates](#). Click on the drop down menu "Communication", then click on "Discussions". Each discussion will be awarded a maximum of 20 points for 5 discussion; 100 possible points. Please follow the guidelines concerning discussion (Be sure to read the ENTIRE "Important Course Information" Module.

Quizzes

- Quizzes are online: MyMathLab.com, under “Quizzes and Tests”.
- All quiz due dates are posted on MyMathLab; **every Monday** you will have an assignment due; test, quiz or homework or all three.
- You have unlimited attempts to complete the quizzes up to the due date.
- **Computer issues count as an attempt**; therefore, your first try should be your **best** try.
- There will be 25 quizzes on mymathlab.com
- You are to complete at **most 10 quizzes** at **100%**.
- At least 7 Quizzes must receive a 100% for a passing semester quiz grade of 70%
- Each 100% quiz earns 10 points toward your final quiz grade.
- **Quizzes that are not 100% will be recorded as a zero.**
- Total point value 100 points.
 - 10 Quizzes at 100% = 100% for your final quiz grade
 - 9 Quizzes at 100% = 90% for your final quiz grade
 - 8 Quizzes at 100% = 80% for your final quiz grade
 - 7 Quizzes at 100% = 70% for your final quiz grade
 - 6 Quizzes at 100% = 60% for your final Quiz grade
 - 5 Quizzes at 100% = 50% for your final Quiz grade
 - Below 5 quizzes 0% for your final Quiz grade

- There are **NO** make-up quizzes allowed. Computer issues/Connection ect. are not a reason for missing quizzes.

Chapter Tests

- Chapter tests are online: MyMathLab.com, under “Quizzes and Tests”
- All chapter test due dates are posted on MyMathLab; **every Monday** you will have an assignment due; test, quiz or homework or all three.
- You have three attempts to complete the tests up to the due date.
- **Computer issues count as an attempt**; therefore, your first try should be your **best** try.
- You can attempt chapter tests anytime you are ready.
- It is advisable to take your chapter tests a **few days before the due date** to allow for computer issues.
- **LATE CHAPTER TESTS WILL be docked 5 percentage points per day with only one attempt allowed; NO EXCUSES!**
- **If you miss a test, before the midterm the midterm will count twice. If you miss a test after the midterm, the final exam will count twice.**

Midterm and Final Exam

- The midterm and final exam will be online MyMathLab.com
- Midterm and final exam due dates are posted on MyMathLab. Mark your calendar!
- You have one attempt. Please gather your notes and give yourself plenty of time before you sit down to take your midterm or final exam.
- Late midterm exams will have a penalty of 5% points per day.
- Late midterm exams must be taken no latter then 5 days from the scheduled exam.
- You may take your midterm and final exam early.
- Late final exams are not allowed without a valid excuse.
- Students who take the final exam after the scheduled exam will either receive an F in the course or an incomplete.

Incomplete Grades

At the discretion of the instructor, 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 assignment. To receive an “I” grade, the student must have successfully completed a significant portion of the required coursework (90%) and be able to finish the remaining work without attending class. An “I” grade will automatically convert to a grade of “F” if the student does not complete the remainder of the coursework by the established deadline.

Make-up Work

There are no Make-ups allowed.

Class 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. Students traveling for college approved activities will not be penalized academically but will be responsible for missed work.

Students are expected to complete homework, quizzes and or tests on a weekly basis. Students who miss a week of class, are considered absent from the class which may result in a 10% point penalty.

Assignments

All homework, quizzes and tests, including midterm and final are taken on mymathlab. Due dates are every Monday.

Email –

Email is the official communication medium of the College. Please check your email regularly for any class and College notifications.

Minimum Technical Skills and Specialized Technology Utilized

This course is totally online. All instructional content and interaction takes place over the Internet. In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload/download files. In addition, students may need one or more of the following plug-ins:

- [Adobe Acrobat Reader](#)
- [PowerPoint Viewer](#)
- [Windows Media Player](#)
- [QuickTime Player](#)
- [Adobe Flash Player](#)

Desire 2 Learn -

Like all NWF State College classes, this class uses Desire 2 Learn (D2L), a platform for online learning. You can access this class's D2L site at [Desire 2 Learn](#), or through RaiderNet. You will find the class syllabus and other resources.

Emergency College Closure

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, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for 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.

Children in the Classroom

As a courtesy to other students and the learning process, students may not bring children 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, contact the instructor as soon as possible to determine your options. (The full "Children on Campus" policy statement appears in the College Catalog.)

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.

RESOURCES

The [Academic Success Center \(ASC\)](#) is located in the Activities Center (Building 410) on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWF State College students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more information, call the Academic Success Center at (850) 729-5389 or visit our website at [Free Tutoring](#).

[Math Labs](#) are located in the Math Building (300), Room 131, on the Niceville Campus and in Building FW-47, Room 702 on the Fort Walton Beach Campus and Room 131 at the Robert L. F. Sikes Education Center at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at [Math Lab](#).

[Smarthinking](#) is an online, real-time tutoring offered free to students, who may access this service via [Desire 2 Learn](#).

[Open Computer Labs](#)

There are numerous open computer labs throughout the NWF State College campuses. Students may access our website for lab locations and hours: [Computer lab location and hours](#)

[Testing Center](#)

Testing Centers administer college admissions tests, placement tests, proctored exams, ACT/SAT, GED, CLEP, and DSST (formerly known as DANTEs). Make-up exams may be taken in the Testing Center, depending upon instructor policies on late work. General test information concerning tests, testing center locations, and hours may be accessed on the Testing Center website at [Testing Center](#).

[Library, Online Reference Materials, and Resources](#)

The library is a comprehensive, learning resource center providing information in print, digital, and multimedia formats to support the educational objectives of the College. In addition to in-house materials, online services and resources can be accessed through the Learning Resource Center website. Library hours are posted each semester at the building entrance and on the LRC website at [Learning Resource Center](#)

[Assistance for Military and Veterans](#)

Northwest Florida State College supports our military and veterans students. You may contact NWF State College Hurlburt Center Educational Services Building at 850-200-4190 or visit our website at [Support Our Military](#)

Students with Disabilities

Northwest Florida State College supports an inclusive learning environment for all students. If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services on the Niceville Campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).

Instructor Syllabus Template June 2015; Rev. 06/23/2016