



### **MAC 1105 College Algebra Section 3, 3 credit hours**

Mathematics Department, College of Sciences

University of Central Florida

Fall 2021

#### **Face to Face (P)**

**Monday and Wednesday 11:30 am – 12:45 pm in classroom MSB 240/MSB 241/MSB 242**

- This is P or face to face section and not an online/remote, course. It has been specifically designed to have an in-person component to promote engagement and learning. All tests will be done in person in the classroom.
- The instructor has the right to make some adjustments to syllabus, and any adjustment will be announced in class and via email or Webcourses announcements.

#### **Instructor Information**

- Instructor: Dr. Donald Porchia
- Office Hours:
  - Monday and Wednesday 1:30 pm – 3:30 pm in MSB 127/MSB 240
  - Via live Zoom, Tuesday and Thursday from 4:00 pm – 4:30 pm (<https://ucf.zoom.us/j/92825341844>)
  - Or by appointment.
- Contact: from Webcourses or [Donald.Porchia@ucf.edu](mailto:Donald.Porchia@ucf.edu)

#### **Graduate Teaching Assistant Information**

- Graduate Teaching Assistant: Kai Liu
- Zoom Office Hours
  - Monday and Wednesday 4:00 pm – 6:00 pm
  - Friday 4:30 pm – 5:30 pm
  - Zoom link:  
<https://ucf.zoom.us/j/98504090333?pwd=ZlRRb1RGb2lGU1lrVVN3MEY4UHOrZz09>
- Contact: From Webcourses or [kai.liu@ucf.edu](mailto:kai.liu@ucf.edu)

**Course Description:** GEP courses in mathematics are designed to develop critical thinking as well as quantitative decision making skills. College Algebra (MAC1105), a foundation course, is designed to familiarize a student with fundamental mathematical concepts so that the student can think logically and will be able to apply different strategies to solve a variety of real life problems through algebraic tools. This mission supports the university goal to offer the best undergraduate education available in Florida. PR: Appropriate score on the UCF Math Placement exam, or MAT 1033C with a “C” (2.0) or better, or C.I. Inequalities. High degree polynomials. Graphs, rational, logarithmic, and exponential functions. Systems of equations.

**Course Goals:** This course is designed to familiarize the student with such fundamental mathematical concepts as polynomials, linear and quadratic equations, exponential functions, and logarithmic functions.

### **Required Materials:**

- **ALEKS 360 code:** ALEKS 360 Online Access (18 weeks) for College Algebra access code can be purchased through the First Day Program at a discounted price. We will go over this during the first day of class as well as how to get setup in ALEKS. Temporary financial aid access code will be provided, in case of need, to help you start working until you purchase your own code. It can be purchased at the UCF bookstore or directly from the course website (more information is available during first class and in Webcourses).
- You need to know your myUCF log in information. We will access ALEKS from Webcourses@UCF using a single sign on feature.
- Your instructor or teaching assistant won't handle issues due to purchasing wrong materials from other places or online stores.
- In case of technical issues, please contact ALEKS technical support using phone at **(800) 258-2374** or website <http://support.aleks.com>. Their working hours are Monday through Thursday, 7am-1am; Friday, 7am – 9pm, Sunday, 4pm – 1am

### **The First Day Program**

To enhance your learning experience and provide affordable access to the **right course material**, this course is part of an inclusive access model called **First Day™**. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in UCF Webcourses.

**This program will make sure you get the right course materials at a discounted price starting from the very first day.**

We will discuss this program and how to get set up in it during our first class. We will then go over getting registered in ALEKS and start our initial knowledge check. Please see the ALEKS module for more detailed information.

1. **Calculator:** The Ti30XA is the preferred calculator but any non-graphing, non-programable calculator is allowed. It must be a physical calculator not an app on your phone as you may not use your phone during quizzes or tests.
2. **Regular notebook:** A notebook or binder to keep neat and organized work. You can use those notes on the comprehensive assessment and class activities.
3. **UCF ID**
4. **Four new 8.5"×11" Bluebook or greenbooks:** Books must be blank i.e. nothing written. They will be used for testing. They can be purchased at UCF bookstore or at a vending machine outside MALL or acquired from UCF Student Union. Please have them in advance and don't wait till test day.

### **Learning Outcomes:**

- Apply Algebra techniques (evaluate, simplify, solve, transform, verify)
- Solve various types of equations and inequalities (linear, quadratic, rational, irrational, logarithmic, exponential)

- Understand the concepts of a function (apply definition, identify domain and range, use function notation)
- Build new functions from existing functions (understand relationship between a function equation, table and a graph. Identify sketch key points)
- Develop problem solving strategies
- Model and solve real world problems
- Acquire general education understanding and its connection to math

**Required Academic Activity:** As of fall 2014, all faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the following academic activity by the end of the first week of classes, **Syllabus Quiz** as class activity in Webcourses no later than **August 27, 2021 by 5:00pm**. Failure to do so may result in a delay in the disbursement of your financial aid. **The syllabus quiz score counts as a class activity and it is not dropped.**

## Course Structure

- **ALEKS Pie:** This class takes advantage of an advanced technology. You will take an initial assessment on the first day of class that will determine the Math skills that you already know (PRIOR KNOWLEDGE), and set up the ones you will learn during the course. It is imperative that you do your best and honestly answer all questions so your ALEKS pie is updated accurately and benefit greatly. The goal is to fill or color your "ALEKS Pie". At the end of course, your ALEKS Pie grade comes from your earned objectives scores so complete them on time.
- **Weekly Objectives:** The objectives are like modules in groups of about 20 topics that you need to complete by the scheduled due dates. It is important that you do them before they close since your score depends on how much you complete, and incomplete topics will remain in the ALEKS Pie.

Due dates of weekly objectives will not be extended. If a weekly objective is completed prior to the due date, the next objective unlocks and allows you to keep advancing.

Each topic requires few examples. You can get double credit for answering correctly two questions in a row without using multimedia or examples. Credits can be lost if mastery isn't demonstrated. When you get an explanation page to read and understand, you should do exactly that. Write all in your notebook.

For every 5 hours and 20 topics you complete, or after each 10 hours of time in ALEKS, or at certain stage in the course, you will be prompted to take an ALEKS assessment which can be taken anywhere:

- It is imperative that you review, do your best and honestly complete it so your ALEKS pie is updated accurately.
  - Although ALEKS knowledge check are not for grades, they help demonstrate your learning and reinforcing it. Don't use -I don't know- button.
  - If system recognizes, you need to revisit a topic it gives it back in same time it grants you future topics that you know.
  - ALEKS notifies you when a knowledge check is upcoming, then you need to plan if you have other assignment due very soon because your assignment won't be extended.
  - If your learning rate is abnormal like too fast your instructor will assign you knowledge checks to revisit. Some cases may also be potential academic dishonesty and your instructor will contact you with details.
  - The goal is to learn and retain what you learned.
- **Class Activities:** This class is designed as personal adaptive learning mode. During class the teaching assistant

or your instructor will give a mini-lecture to address selected topics that are relevant to class activities. The mini lecture will be given in the classroom. After first three weeks, the second classroom will be reserved. Signs will be posted. If you feel you benefit from mini-lecture, you should arrive early and take a seat in the mini-lecture room. If you already master all material covered in the corresponding mini-lecture, you feel free to use the second classroom to do ALEKS work in your own.

- **Class Participation:** This class has been specifically designed in a fact to face modality in order to enhance your learning experience. However, we are mindful of the difficulties that COVID still presents. Starting the second week of classes, please plan to attend at least 75 minutes of class each week. You may come to either the Monday or Wednesday class or split your time between both class days. You are of course welcome to attend both lectures in their entirety if you desire. The purpose is to give you an interactive experience with the learning assistants and graduate teaching assistants within the classroom but still provide some flexibility due to COVID. The lecture notes for each day will always be posted in webcourses.
- **Tests** are proctored, closed notes, and restricted to designated computers within the classroom. To be a better test taker, do your assignments on time, use tutoring in the mall, do practice tests, ask questions and don't wait till last minute to complete any work.

**AT ANY TIME, YOUR INSTRUCTOR MAY ASSIGN YOU A PROCTORED ASSESSMENT TO CONFIRM YOUR PROGRESS IN THE COURSE.**

- **Comprehensive Assessment:** It is one self-evaluation to prepare yourself for the final exam. It is proctored, and you should not use any other help. However, we encourage to use your own notes and a TI-30xa. It may need two hours to complete so do not wait until the last minute. No extension. You must submit it so your account does not lock.
- **Final exam:** You must appear to final examination in order to complete the course. No student should make travel plans prior to this day (unless successfully completed the course early). No extra credit is granted in this course.

#### **Strategies for Success:**

- All students are asked to log in daily to both ALEKS and WEBCOURSES accounts to find out about assignments and due dates.
- For most students, success in College Algebra and using ALEKS requires spending 4-6 hours each week working in the program. For other students, it will require more time. It is essential that you begin work immediately and commit the necessary time each week. Begin by working on the objectives in your "ALEKS Pie".
- This class allows you access to a team consisting of your instructor, graduate teaching assistants and learning assistants. They are available and **dedicated** to your learning and success. So, ask for help.
- Meet your instructor early and discuss any difficulties.

## Weekly Objectives regular schedule:

Objectives	Dates
1. Obj. 1 1.1,1.3-1.4 (18 topics)	08/23/2021 12:00 AM - 08/29/2021 11:59 PM
2. Obj. 2 1.2,1.5 (17 topics)	08/30/2021 12:00 AM - 09/05/2021 11:59 PM
3. Obj. 3 1.6,1.7 (19 topics)	09/06/2021 12:00 AM - 09/12/2021 11:59 PM
4. Obj. 4 2.1-2.3 (20 topics)	09/13/2021 12:00 AM - 09/19/2021 11:59 PM
5. Obj. 5 2.4, 2.5 (20 topics)	09/20/2021 12:00 AM - 09/26/2021 11:59 PM
6. Obj. 6 2.6, 2.7 (20 topics)	09/27/2021 12:00 AM - 10/03/2021 11:59 PM
7. Obj. 7 2.8, 4.1 (18 topics)	10/04/2021 12:00 AM - 10/10/2021 11:59 PM
8. Obj. 8 4.2, 4.3 (18 topics)	10/11/2021 12:00 AM - 10/17/2021 11:59 PM
9. Obj. 9 4.4, 4.5 (17 topics)	10/18/2021 12:00 AM - 10/24/2021 11:59 PM
10. Obj.10 4.6, 4.x (15 topics)	10/25/2021 12:00 AM - 10/31/2021 11:59 PM
11. Obj. 11 3.1-3.4 (20 topics)	11/01/2021 12:00 AM - 11/07/2021 11:59 PM
12. Obj. 12 3.5, 3.6 (18 topics)	11/08/2021 12:00 AM - 11/14/2021 11:59 PM
13. Obj.13 3.7,5.1- 5.5 (19 topics)	11/15/2021 12:00 AM - 11/29/2021 11:59 PM

## Grading Scale:

Your final grade will be no less than the following:

Average	Grade
90 – 100%	A (Must take final test)
80 – 89%	B (Must take final test)
70-79%	C (Must take final test)
40-69%	NC (Must take final test) NC: Not for credit.
Otherwise	F

## Assessment and Grading Procedure:

Assignments	Percentage	Due dates
<b>Weekly Objectives (see weekly objectives section)</b> In ALEKS, must complete THEM prior to due dates, incomplete topics remain in ALEKS pie and won't earn credit, no extensions. For success, log in to your course at least two more times outside class meetings to stay on track.	<b>15%</b> One lowest score is dropped.	Open/close dates are posted in ALEKS and syllabus
<b>ALEKS Pie Progress</b> In ALEKS, once your last objective is past due if you have topics remaining in the ALEKS Pie you need to learn them, relearn them, or master them. 90% Pie is required to earn full pie credit. Be <b>Proactive</b> , stay the whole time after you finish class activity and work on objective or pie progress.	<b>5%</b> Partial credit by percentage is earned if less than 90% ALEKS pie is completed.	12/5/21 11:59pm

<p>To track progress: When you log in to ALEKS and see the ALEKS pie, click on the middle of the pie. It needs to be 90% or more to earn 100% grade for the pie in ALEKS assignments. You must see a 100% in one of the two places for the pie progress to know that you earned full pie credit.</p>		
<p><b>Class Participation</b></p> <p>Each week you will be expected to attend at least 75 minutes of class. When you arrive in the classroom you will log into the computer and sign out when you leave. This will record your time for each session. You must stay at least 75 minutes each week in order to earn 100%. If you stay less then you will get the corresponding percentage out of 75 minutes for your grade.</p>	<p><b>5%</b></p> <p>Lowest 3 participation grades will be dropped to help with absence due to late add, personal reasons or clinic visits. Do not use them until you have to.</p>	
<p><b>Class Activities</b></p> <p>In ALEKS. They must be done during class meeting to capture your attendance, participation and learning.</p> <p>7 attempts. Most of questions in activities include similar Example and link to e textbook or a media.</p> <p>You may receive extra quick attempts but they must be completed in the classroom. If you arrive late, you will not get an extension.</p> <p>Please log in a day before each class to see if you need to complete a knowledge check and complete it.</p>	<p><b>10%</b></p> <p>Six class activities (usually lowest) are dropped to help with absence due to late add, personal reasons or clinic visits. Do not use them until you have to.</p> <p>Syllabus quiz score counts as an activity. Posted in Webcourses.</p> <p>No make-ups except for UCF sponsored events.</p>	<p>These are to be done during our class time.</p>
<p><b>Comprehensive Assessment</b></p> <p>In ALEKS. It is proctored. It is not timed but it may need two hours to complete so do not wait until the last minute. No extension. We encourage to use your own notes and a TI-30xa. You should not use any other help. You must submit it prior to leaving your seat, so your ALEKS account does not lock.</p>	<p><b>5%</b></p> <p>Notes are allowed. Apps or other unfair means are not allowed.</p>	<p>11/29/21 to 12/3/21 11:59pm</p>
<p><b>Test 1</b> (Objectives 1,2,3) In ALEKS, proctored, closed notes, and restricted to designated computers. Taken when student meets early testing criteria or during scheduled test 1 date. One attempt.</p>	<p><b>Best 2 are 40% (lowest one dropped)</b></p> <p>In case of anyone is found adopting unfair means (cheating), the student will earn zero for the test(s), and all three tests will count,</p>	<p>Wednesday September 15 During our class time</p>
<p><b>Test 2</b> (Objectives 4,5,6,7,8) In ALEKS, proctored, closed notes, and restricted to designated computers. Taken when student meets early testing criteria or during scheduled test 2 date. One attempt.</p>		<p>Wednesday October 13 during our class time</p>
<p><b>Test 3</b> (Objectives 8,9,10,11,12)</p>		<p>Wednesday November 17</p>



In ALEKS, proctored, closed notes, and restricted to designated computers. Taken when student meets early testing criteria or during scheduled test 3 date. One attempt.	and no test score is dropped. Also, read Academic Integrity section.	during our class time
<b>Final Test (All Objectives)</b> In ALEKS, proctored, closed notes, and restricted to designated computers. Taken when student meets early testing criteria or during scheduled final exam date. No student should make travel plans prior to this day (unless successfully completed the course early). One attempt. You must appear to final examination in order to complete the course.	<b>20%</b> The final test is required and will not be dropped. If a student fails to appear will be awarded an F regardless of the average. In case of anyone is found adopting unfair means (cheating), the student will earn zero for the test. Also, read Academic Integrity section.	Scheduled according to the UCF Final Exam Schedule December 5-11

**Progressing and Completing the Course Early for the benefit to focus on other courses for the remaining of the semester:**

Taking Test Early	Criteria	Early tests are given <b>after 9/17/21</b> . Criteria are checked prior to granting access.
Test 2	Complete at least 70% pie and at least 85% on practice test 2	
Test 3	Complete at least 85% pie and at least 85% on practice test 3	
Final Test	Complete at least 90% Pie AND take a proctored comprehensive Assessment AND score at least 85% on a practice final test.	

The criteria is a guide and only your instructor can decide if you are eligible to complete the course early. Your instructor will also make recommendations based on your performance and major.

Speak in person with your instructor if you have questions.

**Make-up Policy:** There will be no make-up exams or late work accepted except in the following events:

1. Military orders: Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements. You must notify your instructor at least one week prior to the deployment.
2. Court summons: Provide a copy of your court summons at least one week prior to the test.
3. University authorized event: Provide the signed Program Verification Form at least one week prior to the assignment, quiz or test.
4. Religious observance: A student who desires to observe a religious holy day of his or her religious faith must notify the instructor in the first week of the term to be excused from classes to observe a religious holy day. Religious Observance Policy is post below.

Please note

- No make-up will be given 7 days after its initial due date. In the event of a make-up test is given, the test will not be same as the one that is given and released.
- Personal or family Emergencies, Vacations/travel plans are not considered excused reasons.
- We grant several excused assignments as dropped scores for everyone. See the grading section. The dropped assignments are intended to handle any other situation and will be used first.
- Internet or power outages, computer malfunctions are not considered excused reasons. Please see Internet outage statement and the Hardware and Software section.

## Email Policy

Please keep in mind that most of inquires can be addressed in the classroom. This is not an online course. It's a mixed mode that combines online platforms with face-to-face engagement for better results. Therefore, attendance is mandatory and it helps you learn and resolve any issue.

You should speak with your instructor inside the classroom if you have a question or a concern.

You are asked to read this entire document and be knowledgeable about its content.

1. Please contact technical support when you have issues with ALEKS. Your instructor will not conduct technical support via email.
2. It is best if you contact your instructor via Webcourses. It will link you to your Math class and section.
3. If you use Knights email to contact your instructor you must include your full name and class meeting days and times.
4. Your instructor will not reply to communications from non-UCF addresses.
5. Emails about excused absences must FIRST have acceptable documentation attached. Keep in mind that some assignments include some drops/excused and you'll use that option in many cases. Also, activities include some extensions as stated above.
6. Grades will not be discussed by email.
7. Emails will be answered the next business days in order in which they were received.

## Testing Policies and Procedures

- No reservations are needed except for early testing.
- Have an active (not expired) access code, you should check your account before you go to test.
- Memorize your NID and password.
- Make sure that you arrive early as the test will start on time. You will lose elapsed time if you are late or don't know log in information and need to retrieve it.
- You must have a UCF ID and put it front of desk, on left side of keyboard to make it easy for the staff to check. UCF ID may also be used to sign in/out.
- 8 ½ x 11 blue/green book with nothing written on it (see UCF bookstore or vending machine outside MALL or Student Union front desk).
- \$.50 if you are going to use a locker (read instruction before you use a locker so you don't lose the money before it locks). No personal belonging are allowed during testing.
- Writing utensil.
- NO cellphones, NO skateboards, NO personal calculators (you'll be given TI-30XA), NO smart watches. (If you don't want put them in a locker please don't bring them with you and don't jeopardize your final grade).
  - During tests 1, 2 and 3, students cannot leave testing room during the first 30 minutes. During final test, students cannot leave room during first 45 minutes. All students must follow exit rules announced by



the proctor.

- At all times, you must abide by Mathematics Assistance and Learning Lab (MALL) Policies and Procedures, please visit <http://mall.cos.ucf.edu/> as it is the student's responsibility to read, understand and follow policies.

## **General Classroom Policies**

- Food/drinks are not allowed; water in bottled containers with cap are allowed.
- No skateboards or any other transportation devices are allowed in the MALL, please use the skateboard rack located at the main entrance of the building
- Students have to have their valid UCF ID card available and shown when asked by a staff or instructor.
- Students are encouraged to collaborate as long as they are not disturbing others and are being loud.
- Students are not allowed to talk to other students during proctored assessments.

## **Important Dates**

8/23/21 Monday: classes begin

9/6/21 Monday: Labor day, no class

11/11/21 Thursday: Veterans day, no class

12/3/21 Friday: classes end

12/15/21: grades due in myUCF

8/27/21 Friday: drop/swap/add deadline

10/29/21 Friday: withdrawal deadline

11/24-27 (W-Sat): Thanksgiving, no class

12/6-11 (M-Sat): Final examination period

## **University Policies**

### **UCF Covid General Statement**

I recognize and understand the difficult times we are all in. The COVID-19 pandemic impacts us all in many ways, including physically, mentally, emotionally, financially, academically, and professionally. I will work with you on challenges you may be encountering and to provide support to help you succeed. However, please keep in mind that I will hold you accountable, especially in terms of class attendance, participation, and contributions.

### **University-Wide Face Covering Policy for Common Spaces and Face-to-Face Classes**

UCF expects that all members of our campus community who are able to do so get vaccinated, and we expect all members of our campus community to wear masks indoors, [in line with the latest CDC guidelines](#). Masks are required in approved clinical or health care settings.

### **Notifications in Case of Changes to Course Modality**

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.

### **COVID-19 and Illness Notification**

Students who believe they may have been exposed to COVID-19 or who test positive must contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place. Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19 or have tested positive for COVID-19.

Students should contact their instructor(s) as soon as possible if they miss class for any illness to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

### **In Case of Faculty Illness**

If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

## Course Accessibility and Disability COVID-19 Supplemental Statement

Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact [sas@ucf.edu](mailto:sas@ucf.edu) to discuss specific accommodations for this or other courses.

### Religious Observance Policy

Students must notify their instructor within the first two weeks of the semester if they intend to miss class for a religious observance. For more information, see the UCF policy at

<http://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALJan19>.

### Academic Integrity

Students should familiarize themselves with UCF's Rules of Conduct at <https://scai.sdes.ucf.edu/student-rules-of-conduct/>. According to Section 1, "Academic Misconduct," students are prohibited from engaging in

- Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
- Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- Falsifying or misrepresenting the student's own academic work.
- Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
- Helping another violate academic behavior standards.
- Soliciting assistance with academic coursework and/or degree requirements.

### Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule* <http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf>. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and respond to academic misconduct when necessary. Penalties for violating rules, policies, and instructions within this course can range from a zero on the exercise to an "F" letter grade in the course. In addition, an Academic Misconduct report could be filed with the Office of Student Conduct, which could lead to disciplinary warning, disciplinary probation, or deferred suspension or separation from the University through suspension, dismissal, or expulsion with the addition of a "Z" designation on one's transcript.

Being found in violation of academic conduct standards could result in a student having to disclose such behavior on a graduate school application, being removed from a leadership position within a student organization, the recipient of scholarships, participation in University activities such as study abroad, internships, etc.

Let's avoid all of this by demonstrating values of honesty, trust, and integrity. No grade is worth compromising your integrity and moving your moral compass. Stay true to doing the right thing: take the zero, not a shortcut.

### Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) <http://sas.sdes.ucf.edu/> (Ferrell Commons 185, [sas@ucf.edu](mailto:sas@ucf.edu),

phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

### **Campus Safety Statement**

Emergencies on campus are rare, but if one should arise in our class, everyone needs to work together. Students should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at [http://emergency.ucf.edu/emergency\\_guide.html](http://emergency.ucf.edu/emergency_guide.html)
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see <http://www.ehs.ucf.edu/workplacesafety> (click on link from menu on left).
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to [my.ucf.edu](http://my.ucf.edu) and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert," fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video (<https://youtu.be/NIKYajEx4pk>).

### **Deployed Active Duty Military Students**

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

### **Copyright**

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

### **Third-Party Software and FERPA**

During this course, you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

### **Turnitin**

In this course, we will utilize [turnitin.com](http://turnitin.com), an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit assignments through the Canvas Assignment Tool in electronic format. After the assignment is processed, as an instructor I receive a report from [turnitin.com](http://turnitin.com) that states if and how another author's work was used in the assignment. For a more detailed look at this process, visit <http://www.turnitin.com>.

