

MA 107 QL – Pre-Calculus Algebra/Trigonometry
UAB Department of Mathematics - Summer A & First Half Session 2026

Instructor: Dr. Tricia Phillips

Email: tphilli2@uab.edu

Class Time: Asynchronous online (self-paced with deadlines)

Office Hours: [Microsoft Bookings appointments link](#) or email me to schedule additional appointments

Graduate Teaching Assistant: Pitambar Acharya (pacharya@uab.edu)

Required Materials (more info later in syllabus):

- **Computer:** A list of suggested computers is available on the [Office of Learning Technologies](#) website. Under Equipment, open the “[computer requirements and recommendations specific to your College/School](#)” link. Select the [College of Arts and Sciences](#) to view recommendations for all online math courses. *Note:* Some devices - such as Chromebooks, Microsoft Surface laptops/tablets, and iPads - may not work properly with ALEKS Respondus (OEM). Students enrolled in an online course are responsible for acquiring, maintaining, and troubleshooting all personal computing equipment.
- **External webcam:** In addition to your built-in camera, you’ll also need a USB plug-in webcam. Recommended models include the Logitech C270 or Brio 100. The external webcam will replace your built-in video feed. Avoid webcams that rely solely on Bluetooth.
- **USB Extension Cable:** Most external webcams have short cords. To capture a full view of your workspace, you’ll need a USB extension cable.
- **USB adapter/converter:** Mac users will most likely need a USB-C adapter (female-B; male-C). PC users typically do not need an adapter.
- **Webcam mounting supplies:** You’ll need something to hold the webcam in place. This can be as simple as painter’s tape or as sophisticated as a tripod. Students often get creative with household items like picture frames, hardback books, laundry baskets, or vacuum cleaners. Please note that you will not be hooking the webcam to the top of your monitor. Instead, you will be positioning it at a high, side-ward angle to capture a video of your entire workspace during testing. A proper mounting of your webcam is essential and must capture enough of your workspace that your fingertips are still in view when your arms are fully extended.
- **Reliable, high-speed internet:** Hotspots are not recommended. Please review internet speed requirements here: [UAB Online](#)
- **Canvas access:** For access to course information and grades.
- **ALEKS:** Access through Canvas for assignments and eTextbook w/ audio accessibility. ALEKS is an adaptive, personalized online platform that identifies areas of knowledge that you already know and areas that you need more practice with in order to be successful in this course. The use of AI is strictly prohibited in this course for completion of ALEKS assignments. Students are expected to work through the problems step by step on paper and may utilize resources such as the ALEKS textbook and videos, as well as instructor office hours and the Math Learning Lab when open for help with the assignments.
- **Paper:** any type of paper where you can write down your work. Be thinking ahead as to how you will keep yourself well-organized this term.

Note on calculators: An on-screen scientific calculator will be used for all assignments; therefore students do not need to purchase a calculator and are not allowed to use a

personal handheld calculator for assignments. You will be provided with two free calculator resources inside the ALEKS assignments: the ALEKS built-in calculator tool and the DESMOS scientific calculator. Tip: Inside ALEKS assignments, look to the right-side toolbar and locate the Instructor Resources tool. Wait patiently for the link to DESMOS Scientific Calculator to load. DESMOS Scientific Calculator is available in all ALEKS assignments except for Knowledge Checks.



Logitech C270 attached to wall with painter's tape



Example of a view obtained from proper placement of webcam.



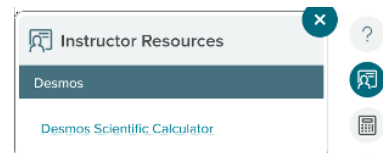
Logitech Brio 100 attached to wall with painter's tape



Example of a view obtained from proper placement of webcam.



USB adapter for Mac



First Day Access

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 Access](#). You can easily access the required material of ALEKS online software (with textbook) for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas. UAB will bill you at the discounted price as a course charge for this course. The charge should show as Book Charges First Day on the student's account in Banner. It is NOT recommended that students Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. For more information and FAQs go to the [Barnes and Noble College Customer Care website](#).

If you have recently registered for the course, it may take a few days for your access to become available. Be patient and check back in 24 hours. If the issue persists, contact the [UAB Bookstore](#) for assistance.

Course Introduction

The purpose of this course is to provide a review of fundamental concepts in mathematics, primarily related to functions, in order to have a firm foundation especially in preparation for Calculus I. Emphasis will be placed on the process, not just on the final answer, and in this course, the aim is to learn *how* to think and be a problem-solver, not to simply memorize or regurgitate information.

Having a growth mindset in this course is extremely valuable which means believing that your abilities can be developed through dedication and hard work and are not simply fixed traits (which is a fixed mindset). Anyone is capable of excelling in mathematics! The more effort you

put in, the more understanding you will have – that includes focusing and spending ample time learning the material and completing assignments, as well as reaching out for support. Math takes patience and grit!

Time management is essential for staying on track in this course so be sure you have a way of planning out the time you will devote to this course and an organized way of keeping track of deadlines. AI is not permitted in this course for completing ALEKS assignments; instead, the intent of this course is to carefully think through problems and develop critical thinking skills. This includes organizing your work in such a way that you can refer back to it later in the semester when studying for a test.

Most importantly, ask questions. The earlier on you ask questions, the better, since concepts in mathematics build upon each other. Although you are responsible for your own learning, I encourage you to communicate with me so I know best how to help you succeed! Getting help is a normal and expected part of the learning process. Reaching out for help shows that you are hard-working, invested, and taking responsibility for your learning, which is a good thing and viewed in a positive light. It is highly recommended that students visit the Math Learning Lab (Heritage Hall 202) for free tutoring and working on their class assignments when it is open. Office hours are drop-in times where the instructor is available and ready to help with any questions - you do *not* need to make an appointment in advance unless you need to meet at a different time.

If you feel like you've missed out on some fundamentals of math, then take a breath of relief – this course is designed to help support those fundamental skills while learning Pre-Calculus at the same time! Moreover, this course aims to reveal to students the usefulness of mathematics by bringing in modern-day applications of the course material. My hope is that no matter your past experiences with math that you can view the subject in a fresh way in this course!

Course Description: (4 semester hours). A one-semester combination of MA 105 Pre-Calculus Algebra and MA 106 Pre-Calculus Trigonometry, this course covers the basics of many types of functions including polynomial, rational, exponential, logarithmic, inverse, trigonometric, and more. Analysis of graphs, modeling, and applications of functions in the modern world will be covered. This course provides a quick review of the algebra and trigonometry needed to be successful in Calculus, as well as promotes real-world problem-solving skills to serve as a Blazer Core Quantitative Literacy course. *Prerequisite:* MA 102 [Min Grade: B] or MA 105 [Min Grade: C] or MPL [Min Score: 65]

Learning Outcomes: Upon successful completion of MA 107, a student should be able to:

- understand, construct, and interpret functions from algebraic, geometric, graphical, verbal, and numerical viewpoints, and be able to move among these representations – in particular for polynomial, rational, exponential, logarithmic, and trigonometric functions and their inverse functions;
- apply distance and midpoint formulas for solving geometric problems algebraically;
- recognize and graph equations of circles, and determine the center and radius of a circle given the standard or general equation of a circle;
- solve rational and polynomial inequalities;
- apply trigonometric principles to solve problems involving triangles and vectors;
- interpret the plane from the viewpoint of both rectangular coordinates and polar coordinates and be able to move between these representations;

- be familiar with the fundamental concepts of rate of change and limits used in Calculus;
- analyze and evaluate how information presented in mathematical forms (e.g. equations, graphs, diagrams, tables, words) is used to describe, predict, or model natural or social processes;
- identify and utilize tools of quantitative reasoning to solve problems that impact academic understanding and public life.

In addition to developing specific mathematical skills, these learning outcomes promote students' development of quantitative literacy, critical & analytical thinking, data-driven decision-making, excellent communication skills, and lifelong learning and reasoning skills.

Grades

Grade Components: All grades will be available on Canvas which are automatically synced from ALEKS.

ALEKS Assignment	Points (1000 total)
Respondus WebCam Check	4
Syllabus Intro Quiz	4
Knowledge Checks Participation	50
Lecture Pre-Requisites	56
Lecture Videos	56
Homework	84
Self Check-In Quizzes	42
Test Reviews	40
Tests	390
Final Exam	250
ALEKS Time Goals	12
Respondus Validation Checks	12

Bonus Opportunities	Bonus Points
ALEKS BONUS Cumulative Reviews	20 points

Final Grades:

The final grade for this course will be assigned using the following scale:

Total Points	880-1000	750-879	620-749	500-619	0-500
Letter Grade	A	B	C	D	F

Note: The Final Exam must be taken to complete the course. No points for assignments are available to redeem after the Final Exam is taken. If your Final Exam score is higher than a previous test score, it will replace your lowest test score.

Assignment Descriptions

Syllabus Intro Quiz

1 Syllabus Quiz, 4 points. The Syllabus Quiz is completed and submitted in ALEKS and draws from information in the course syllabus & schedule. An unlimited number of attempts for the assignment are available and students must achieve a 100% on this quiz to be able to complete any other graded assignments in the course.

The purpose of the Syllabus Intro Quiz is to ensure students have a thorough understanding of what the course will consist of, policies, expectations, and awareness of the tentative schedule, all for the success of the student in the course.

Respondus WebCam Check

1 WebCam Check, 4 points. The Respondus WebCam Check is completed and submitted at the beginning of the semester in ALEKS and is designed to assist students in setting up proper placement of their external webcam, as well as to acknowledge Respondus proctored testing policies. Students must earn 100% accuracy on the Respondus Webcam Check to access the Initial Knowledge Check, Tests, and the Final Exam which will all be proctored through Respondus. Full credit of the assignment is given after the Respondus video footage has been reviewed and validated.

The purpose of the WebCam Check is to ensure students have a thorough understanding of what the Respondus testing policies are in order to have a valid Initial Knowledge Check, Tests, and Final Exam for credit in this course.

Knowledge Checks

1 Initial, 3 Progress, 1 Final - 5 total. 10 participation points each. Completions Required. The Initial Knowledge Check is completed and submitted in ALEKS at the beginning of the semester as a measure of your knowledge of all of the pre-requisite material needed to be successful in this course – this assignment is not graded and is only for participation points. In order to personalize your experience, the Knowledge Check will present a series of adaptive questions to find out what you already know, what you are ready to learn, and what you will learn in the future. With this in mind, try your best on each question but don't worry if you don't know the answer.

Students will then complete Progress Knowledge Checks periodically throughout the term to check their retention of pre-requisite skills covered up to that point in the semester through their Lecture Pre-Requisite modules and to check for understanding of topics in future modules, as well. This is the system's way of ensuring personalization to meet your needs. On a Progress Knowledge Check, if you don't prove mastery of a past topic, it will be added back to your path for you to master again in the future ensuring a deep understanding of fundamentals throughout the semester. Similar to the Initial Knowledge Check, the Progress Knowledge Checks are not graded for accuracy and are for participation credit only.

The Final Knowledge Check will check your understanding of pre-requisite material from the entire term and similarly is for participation credit only.

The purpose of the Knowledge Checks are to gauge student understanding of necessary pre-requisite knowledge to be successful in this course. They are not to be viewed as assessments to achieve a 100% on and instead are part of the personalization process related to the modules to cover material that you in particular need support with.

Lecture Pre-Requisites

14 Lecture Pre-Requisites, 4 points each. Lecture Pre-Requisites are completed and submitted in ALEKS and allow students to practice pre-requisite skills that are necessary for upcoming material (on average a one-hour time commitment) and a sufficient mastery of the topics in each one is needed prior to working on future assignments in the course. In this module structure,

you will need to prove that you know each pre-requisite topic until you reach mastery (fill in the progress bar in the upper right-hand corner). You will not be penalized for incorrect answers to an individual question; instead, you will be scored based on mastery of the topic overall before the due date. The pre-requisite topics within these modules make up the pie chart that you will find on your ALEKS homepage. As you complete the Knowledge Checks and Lecture Pre-Requisite modules, you will see the pie fill in throughout your time in the course. One of your goals for this course is to reach 100% pie completion by the end of the semester to ensure you have mastered all the foundational skills necessary to be successful in Pre-Calculus. If you finish these assignments ahead of the deadline, you will have “open pie time” in order to further work on the skills you need to. This type of assignment is *personalized to each student* based on your Knowledge Checks! Students must complete these assignments in order to move on to other assignments in the course.

The purpose of the Lecture Pre-Requisites are to give students necessary practice for any foundational skills that are needed to be successful in the upcoming material.

Lecture Videos

14 Lecture Videos, 4 points each. Lecture Video assignments are completed and submitted in ALEKS and contain instructional videos for the course material. All videos must be watched in order to move on to future assignments in the course (less than a one hour time commitment total for the video assignment) and for any late videos watched in a limited timeframe, students will receive 50% credit for that late work.

The purpose of the Lecture Videos are to provide an overview of main concepts in the course and if students find them particularly helpful in their learning process, they may watch more supplemental videos provided in ALEKS assignments. These videos are a great resource to come back to at future times to review a specific concept, if desired, as well.

Homework

14 Homeworks, 6 points each. Homework is completed and submitted in ALEKS. An unlimited number of attempts can be made on each homework problem and since resources are available on the sides of questions, as well as availability of instructor help, students are *expected* to earn close to 100% on all homework. You may leave and come back to the assignment as you would like in order to complete it by the deadline and for any submitted problems, it will auto-save. For any late problems submitted, students will receive maximum 50% credit for that late work if completed in a limited timeframe. Students must complete homework to have access to other assignments in the course. Students are expected to keep a record of homework completion on paper, clearly labeling the problems and showing their problem-solving process. This will be helpful when students ask for help from the instructor/tutors and when students go back to review previous homework problems for the tests.

The purpose of the Homeworks are to practice the course material on a consistent basis to ensure understanding prior to tests.

Self Check-In Quizzes

7 Quizzes, 6 points each. Self Check-In Quizzes are completed and submitted on ALEKS. These will be short and **timed (10 minute)** assessments on recent course material as a practice for upcoming tests.

The purpose of the Self Check-In Quizzes are to have frequent checkpoints of student understanding of the material; it provides information to the student about what they are and are not understanding prior to tests that hold a bigger weight in the course. They also provide a practice test environment so students can be best prepared for their tests.

Test Reviews

4 Test Reviews, 10 points each. Test Reviews are completed and submitted on ALEKS. Completion is required to help students in preparation for their tests. Students must obtain a 70% on their Test Review to have access to the subsequent test and to ensure they are accurately prepared. It is recommended to complete the problems without the use of resources for a more accurate assessment of understanding prior to the test.

The purpose of the Test Reviews are to encourage student practice of upcoming test material and provide students a checkpoint about what they are and are not understanding.

Tests

3 Tests, 130 points each. Tests are completed and submitted on ALEKS. They will be **timed (1 hour)** assessments on course material outlined in advance. Tests must be completed in order to have access to the Final Exam.

The purpose of the Tests are to evaluate student understanding of the course material and gauge whether students are meeting current course learning outcomes.

Final Exam

1 Final Exam, 250 points. The Final Exam is completed and submitted on ALEKS. It will be a **timed (2.5 hour)** assessment. *Note: The course is complete once the student takes the Final Exam. No other points may be earned after the Final Exam has been taken.*

The purpose of the Final Exam is to evaluate student understanding of the course material and gauge whether students have met learning outcomes from the entire semester; it also gives information about whether students are prepared for further mathematics studies.

ALEKS Time Goals

7 ALEKS Time Goals, 2 points each. The ALEKS Time Goals are weekly time spent on ALEKS measured Monday-Sunday. ALEKS Time Goals are achieved by spending a minimum of 5 hours per week on the material (on average, 1 hour per day). This is a BARE MINIMUM requirement – it will require closer to 8-12 hours a week devoted to be successful in this class. If you achieve the goal in a given week, you get 2 points; if you do not achieve the goal, you get 0 points. No partial credit allotted.

The purpose of the ALEKS Time Goals are for students to understand the importance of putting forth consistent effort and time to learn, understand, and practice the material.

Respondus Validation Checks

6 Respondus Validation Checks, 2 points each. Students will submit 6 assignments with the Respondus proctoring service using an external webcam, including the Respondus WebCam Check, Initial Knowledge Check, Test 1, Test 2, Test 3, and the Final Exam. After each Respondus session is submitted in ALEKS, the recorded video footage will be carefully watched and graded via a rubric on CANVAS regarding adherence to the Respondus testing policies and

proper webcam placement. Students are highly encouraged to pay careful attention to all the policies outlined in this syllabus regarding the testing policies. Additionally, a summary of the policies will be provided within each Respondus session. Failure to adhere to the Respondus testing policies and/or invalid placement of the webcam may result in a 0% on a Test and an Academic Misconduct Report. Due to the volume of students and careful examination of the sessions, video footage may take up to a week to validate.

The purpose of the Respondus Validation Checks are to ensure academic integrity is being honored by the student, as the instructor will watch video footage of the Respondus proctored assignments after completion of the assignments.

ASSIGNMENT PRE-REQUISITE INFORMATION

It is very important to stay on top of all assignments and complete them in a timely fashion, at a passing level in order to stay on track and continue moving forward in the course. Below is a table which outlines the pre-requisite assignment that must be completed (with the corresponding minimum score percentage) in order to complete the assignment listed. If you do not complete the pre-requisite assignment(s), you will be locked out of the assignment and unable to complete it.

ALEKS Assignment To Complete	Pre-Requisite Needed to Be Completed Beforehand
Respondus WebCam Check	Syllabus Quiz (100%)
Initial Knowledge Check	Respondus WebCam Check (100%)
Lecture Pre-Requisites	Initial Knowledge Check (completed)
Lecture Videos	Syllabus Quiz (100%)
Homework	Syllabus Quiz (100%) relevant Lecture Videos (100%)
Self Check-In Quizzes	Syllabus Quiz (100%) relevant Homeworks (70%) relevant Lecture Pre-Requisites (70%)
Test Reviews	Syllabus Quiz (100%) relevant Homeworks (70%)
Tests	Syllabus Quiz (100%) Respondus WebCam Check (100%) relevant Test Review (70%)
Final Review	Syllabus Quiz (100%) Test Reviews 1, 2, 3, (70%)
Final Exam	Syllabus Quiz (100%) Respondus WebCam Check (100%) Final Review (70%)

BONUS Opportunities

ALEKS Cumulative Reviews

4 Reviews, 5 BONUS points each. These are *guaranteed bonus points* if completed. Cumulative Reviews are completed and submitted on ALEKS. These will be intermittent reviews throughout the term with questions relating to material covered up to that point in the course. The reviews will consist of 15 questions each and questions can be attempted an unlimited number of times. The reviews may also be done an unlimited number of times, each time with a new set of questions so extra practice is available through this. Resources on ALEKS will

not be available (as they usually are for homework assignments) in order to best mimic a test environment and to have students make sure that *they* know how to do the problems without relying on resources.

The purpose of the ALEKS Cumulative Reviews are to encourage consistent practice of course material for long-term retention and to be best prepared for the cumulative Final Exam.

Respondus Proctoring Service, Test Policies, and Required Set-Up of External Webcam:

The following ALEKS assignments will be proctored via the ALEKS proctoring service called: Respondus WebCam Check, Initial Knowledge Check, Tests 1-3, and the Final Exam. Outlined below are instructions on how to properly set up the external webcam and pair it with Respondus; how to do a mock test with Respondus to prepare for an actual Respondus proctored assignment; and finally, what the environment check looks like prior to doing a Respondus proctored assignment.

Follow the steps below to setup and check your equipment. It may take several days to work through all these steps and purchase devices, so you will want to start the process immediately. Please be mindful that the first assignment requiring Respondus (WebCam Check) is the first assignment due early on at the beginning of the semester.

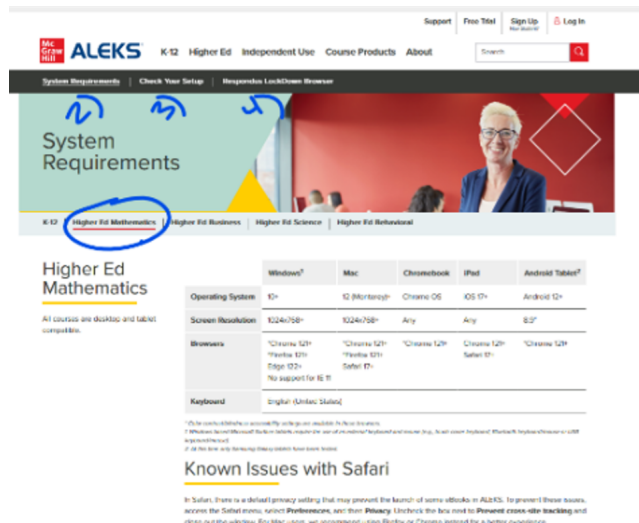
Step 1: Prepare Equipment – do this at the START of the term

1) Obtain all equipment listed in the Required Materials including:

- a computer compatible with ALEKS and Respondus.
- reliable, high-speed internet connection
- external webcam (USB plug-in style). The Logitech C270 or Brio 100 is recommended.*
- mounting supplies for positioning your external webcam
- USB extension cable to expand the length of the cord
- Mac/iPad users will likely need an adapter for the USB-C port

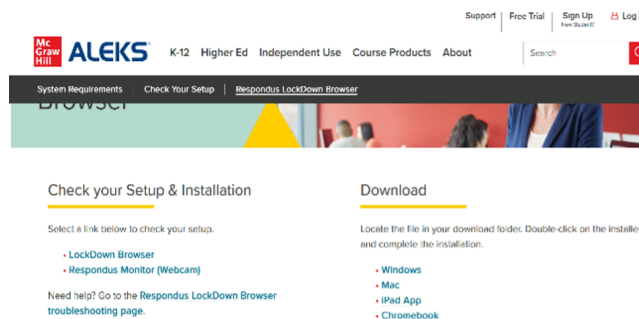
*The Respondus support team recommends that you do not install the included webcam software because the security/privacy settings could interfere with Respondus compatibility.

2) View System requirements at [ALEKS System Requirements website](#) and click Higher Ed Mathematics. Here you will see a list of approved devices and internet browsers. Take action to update your device or internet browser as needed. Be aware that there are **known issues with Safari. Consider using Chrome or Firefox as your internet browser.**



3) Check your setup at: [ALEKS Support and Troubleshooting website](#). Fix any items with a red X and check pop-ups. Need help at this step? Call or chat with ALEKS support at the [ALEKS Contact Us website](#).

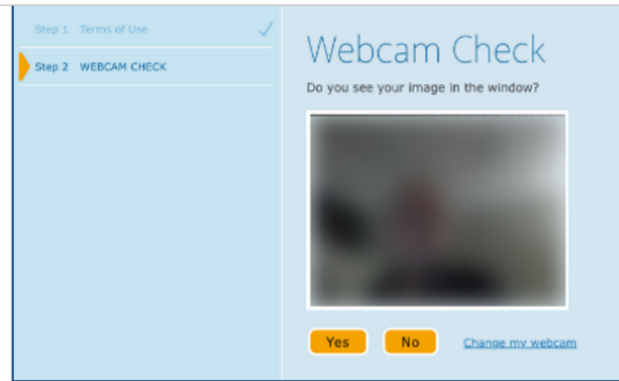
4) Download the ALEKS version of Respondus Lockdown Browser at [ALEKS System Requirements and Lockdown Browser website](#). Start with the right side of page (or scroll down) and select the download that matches your device. *Note: The ALEKS version is different from the standard Canvas version of Respondus.*



—Plug in your external webcam before proceeding with step 5—

5) Check your installation and external webcam. On the left side of the page (or the top) you will see two links. Click LockDown Browser and you should see a green check and “Installed.”

6) *Warning: this step will activate a sequence which closes websites and applications. You may want to pause here and close all applications yourself before proceeding with the Respondus Webcam Check.* With your external webcam plugged in, open the Respondus Monitor (Webcam) link. When prompted “Do you want to allow this app to make changes to your device,” select “Yes”. Follow all prompts. In the section labeled Webcam check, choose “change my webcam.” This should switch the view from your built-in webcam over to the external webcam you have plugged in.



Having issues? Helpful articles can be found here: [Respondus Webcam Support website](#). [ALEKS support](#) and [Respondus support](#) are also available to assist you. If you submit a Respondus support ticket, you will want to note that you are using the ALEKS OEM version of Respondus. Note: The instructor should only be contacted concerning technical issues AFTER the student has reached out to both ALEKS support and Respondus support.

On-campus option: IF you are struggling to meet these equipment requirements and have reached out **adequately** for support, including to ALEKS, Respondus, and the instructor, to discuss troubleshooting and other options, you may consider switching your enrollment to an on-campus section during the fall or spring term if you feel it is a better fit for you. Please discuss this with your instructor first.

7) Experiment with mounting your external webcam. You will be required to position it at a high, side-ward angle. Get creative with common household items that may be helpful to raise the camera (books, lamp, picture frame, laundry basket, etc.). Painter's tape or a tripod may also be useful for securing the webcam.



Ask yourself these questions to ensure a proper webcam position:

- Is the camera mounted high enough that the top of my head is in view?
- Is my room well-lit and does it provide a clear view of my workspace?
- If I fully extend and rotate my arms 360 degrees, does the camera capture space beyond my fingertips in all directions: left, right, front, and back?
- Are there any blind spots in the footage that are within arm's reach?
- Is my computer screen in view?
- When I compare my video feed to the images of valid webcam positioning vs invalid positioning, which category best represents my webcam placement?

Examples of valid positioning of the external camera



Your goal is to provide the best view possible. Keep in mind that if a student submits a Respondus session with a poor camera angle, the session will be considered invalid and will result in a 0% on the test. *NOTE- A USB EXTENSION CABLE may be needed*

Examples of INVALID positioning of the external camera



Invalid – webcam is positioned to the back of the student; right hand side is not visible.



Invalid – webcam is positioned too close. The student's face and workspace are not in full view. Screen is not visible.



Invalid – webcam is positioned too close, too low, and from behind. The student's left side and workspace are not in view.



Invalid – room is too dark; webcam is positioned from behind student; left side is not clearly visible.



Invalid – webcam is positioned in front. Student's left hand is hidden from view. Full workspace is not visible.



Invalid – student is using their built-in webcam; workspace and hands are not visible.

Step 2: Getting ready for a Respondus session – follow these steps before EVERY session

1) **Location.** Find a quiet, well-lit, room where you can complete your test alone and uninterrupted. Kindly ask roommates, coworkers, or family members to not communicate with you during the test session. Declutter your desk/workspace area. Do not test on your bed or with the computer in your lap; a hard surface is best (table, desk, etc). Need a quiet room? [Reserve a study room in the library.](#)

2) **Equipment.** Open a mock session (“Check Your Setup & Installation”) of [Respondus Monitor \(Webcam\)](#) on the Respondus website. Double check your device to be sure your computer is still compatible with Respondus Monitor (Webcam). This also gives you an opportunity to properly position your webcam. Having issues? Contact [ALEKS support](#) or [Respondus support](#).

3) **Webcam.** Plug-in your external webcam and mount it in such a way as to record a clear view of your workspace, computer screen, and all hand movements. A proper mounting of your webcam is essential and must capture enough of your workspace that your fingertips are still in view when your arms are fully extended. There should be no blind spots within arm’s reach. Refer to the **Environment Check** in the next step for specific expectations and policies

regarding the webcam check. *Note: A [USB extension cable such as the one linked here](#) may be needed.*

- 4) **Microphone.** Speak aloud during the mock session to be sure that your microphone can record audio of your environment.
- 5) **Devices.** Remove all electronic devices, tablets, extra monitors, earbuds, and smartwatches from your testing area. Keep your phone nearby until you get to the Environment Check step at which point you will record yourself placing the phone out of reach.
- 6) **Paper.** Get 4-5 blank sheets of scratch paper and a pencil. Do not use a spiral notebook or tablet. All other papers, sticky notes, and similar items should be removed from the testing area. Students will be prompted to take images of their scratch work upon completing the test.
- 7) **Charger.** Locate your charger and plug-in your device before starting the exam session. **If you walk away from the computer at any time, the session is invalid.**
- 8) **Clothes.** Avoid wearing hats with brims or head coverings/bonnets that hide your ears. Please wear publicly acceptable clothing that appropriately covers your body.
- 9) **ID.** Students must present a valid photo ID. Most students use their ONE Card or Driver's License.
- 10) **Applications.** Remember that LockDown Browser will prevent you from accessing other websites or applications during the session. Save any working documents or bookmark websites before starting a Respondus session.
- 11) **Open ALEKS.** You are now ready to exit the mock session from the Respondus website and open the assignment in ALEKS through Canvas. Be mindful that once you begin a Respondus session, you must complete the assignment and submit it. **If you view any question and exit a test without submitting it, your attempt will be considered invalid and deleted. This means your grade will be a zero for that test without the opportunity to make it up. Therefore, once you are inside the test, it is important to answer all questions and submit for a grade.**

Step 3: Environment Check Instructions

When completing an online assessment that requires Respondus, students must carefully follow all the instructions presented within the session. After each Respondus session is submitted, the recorded video footage will be carefully watched, and students will be graded on adherence to the Respondus testing policies and proper webcam placement. Below is an example of what the instructions will look like in the Environment Check portion of the session.

Using an external (USB plug-in style) webcam for the video feed, you must complete these steps in order:

- 1) **Fingertips/blind spot check.** Fully extend both of your arms to the left and right to demonstrate your range of motion (think t-pose). Your webcam must capture enough of your workspace that your fingertips are still in view when your arms are fully extended. We are checking for blind spots in the video feed and there should be none within arm's reach. If blind spots exist, you should reposition the webcam and record the Environment Check again.
- 2) **Phone.** Now show your cell phone to the webcam and record yourself placing the phone on the floor or toss it out of reach.
- 3) **Wrists.** Hold up your wrists to show that you are not wearing a smart watch.
- 4) **Ears.** Slowly turn your head toward the webcam and show BOTH ears to prove that you are not wearing earbuds.
- 5) **Speak.** State your full name. Your microphone must be on and able to record audio of your environment.

6) **Papers.** Using loose leaf blank paper only, show all sheets front and back to the webcam. When the test is completed, you will submit photos of your scratch work.

Warning: Do not move the webcam at any point after the Environment Check is submitted or during the test. A full view of your workspace, head, and BOTH hands must remain visible during the entire test.

When you are ready to begin recording your environment, click “Start Recording.”

Click “Stop Recording” when finished. Students are allowed to watch their environment check recording, make corrections, and resubmit as needed.

FAILURE TO FOLLOW THESE POLICIES NULLIFIES THE SESSION AND MAY RESULT IN A 0% ON THE ASSIGNMENT.

Important – Once the test is started and questions are viewed, you must submit it before exiting the Respondus session. Now, take a deep breath and relax before you begin. Good luck!

Class Policies & Student Expectations

Class Preparation & Collaboration:

Students are expected to participate fully in the course by attending obligatory meetings, watching lecture videos, and completing assignments. You may collaborate on assignments with peers taking the course and I hope you will learn from one another and benefit from working together. However, it is imperative that you understand any work you submit and that it is your own work.

A course with online components require communication and time management skills. Click on the following links for videos regarding: [Netiquette](#) and [Online Success](#). You are expected to spend a substantial amount of time working through the course activities and assignments every week. Please know that time management and self-motivation are key components for success in this course and courses in general. There is a lot to be gained in this course, so approach it with an open mind and lots of fun! This course is worth 4 credit hours. You should be prepared to spend about 12 hours per week on course activities.

Make-up Policy:

Late Work: Students have the opportunity to earn up to 50% credit for late Lecture Video assignments and Homeworks on ALEKS for a limited time. Otherwise, there are no make-ups for assignments and no other late submissions are accepted – all deadlines are in Central Time. It is recommended that students work far in advance of deadlines to ensure they don’t run out of time or have technical issues (if there are any, UAB’s Math Learning Lab, university libraries, and public libraries all have computers with internet access).

Missed Test: If a student misses one test (not including the Final Exam), the Final Exam grade will be used to replace the missed test grade. Note that only one missed test grade may be replaced with the Final Exam grade.

Instructor Support - Emails & Office Hours:

I will respond to your emails as promptly as possible (usually within 24 hours, except on weekends). If you email me after 5pm, expect a response the next day unless it is over the

weekend in which case I will respond the beginning of the following week. Please check your email and Canvas course regularly for announcements and updated class documents. Students are expected to check their UAB email daily and respond within 24 hours to instructor emails (with the exception of weekends). All students are required to obtain and use the UAB email address that is automatically assigned to them as UAB students, as official correspondence will be sent ONLY to your @UAB.edu email address.

You may book an appointment to receive help from your instructor using the Microsoft Bookings link at the top of this document. During Math Learning Lab hours, you may drop by without making an appointment to receive assistance on any assignment.

Assignment Submission Policy and AI Tools:

Students may only use the learning tools and calculators provided within an ALEKS assignment to submit their work. The use of any non-ALEKS linked tool/resource is strictly prohibited for all ALEKS assignments in this course. For example, students are not allowed to use handheld calculators, AI (ChatGPT, Copilot, Gemini, etc.), mathway, photomath, or any other tool for graded ALEKS assignments. Students suspected of using any outside resource may be reported for Academic Misconduct.

The use of AI tools is strictly prohibited in this course with the exception of the AI Project in which specific details will be given. Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized. Such behavior is considered deceit and a violation of UAB's shared commitment to truth and academic integrity. Deceit constitutes academic misconduct and is subject to review according to UAB's Academic Integrity Code. The developments around AI are in flux and the rules that are expressed in this syllabus are subject to change on short notice.

Academic Calendar and Course Time Zone:

Students are required to abide by the UAB Academic Calendar and should only make vacation/travel plans during scheduled academic breaks or holidays. Students who choose to make reservations that conflict with assignment due dates (including tests) should not expect the instructor to provide special accommodations.

All assignment deadlines listed on this syllabus are in Central Time. If you are in a different time zone, including any traveling, you are responsible for calculating the time difference and submitting assignments or attending online meetings on time. Use the World Official Time Zone Site as a reference.

Intellectual Property:

The materials in this course are for your use only and may not be reproduced or distributed without the explicit written consent of Dr. Tricia Phillips.

Technical Support:

-First Day Access not working or have questions about the First Day Access Program cost or billing? View [UAB Office of Learning Technologies - First Day Access](#) site or contact the [UAB bookstore](#).

-New to Canvas? See [Guides/Tutorials](#) - follow the Student Guides.

-New to ALEKS? View [Student User Guide](#). More resources and video tutorials are available in Canvas Modules.

Having technical issues with ALEKS? View [ALEKS student support tools](#) or [Contact ALEKS support team](#) via chat, phone, or email.

UAB Policies & Resources

Math Learning Lab (MLL):

Located in Heritage Hall 202, the MLL offers in-person tutoring (except for the month of May). No food or drink is allowed except bottled water.

Vulcan Materials Academic Success Center (VMASC):

The Academic Success Center (Sterne Library 222) provides students with a host of free services and resources that include Tutoring and Supplemental Instruction. For more information, [click here](#).

Academic Misconduct:

UAB expects all members of its academic community to function according to the highest ethical and professional standards. This is outlined in the University's Academic Integrity Code found [here](#).

Disability Support Services (DSS) Accessibility Statement:

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services (call 205-934-4205, visit their website, or visit their office located in Hill Student Center Suite 409) for information on accommodations, registration, and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty, and staff. If you are already registered with DSS, please contact them to discuss accommodations that may be necessary in this course.

Title IX Statement:

In accordance with Title IX, UAB does not discriminate on the basis of gender in any of its programs or services. The University is committed to providing an environment free from discrimination based on gender and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit the UAB Title IX webpage.

Student Counseling Services:

Student Counseling Services supports students in achieving personal, academic, and lifelong goals by providing individual and group mental health services, prevention and outreach programming, crisis and emergency support, and consultation services. Student Counseling Services advocates for safe and inclusive learning environments in the university community. Counseling is free and confidential. You can make an appointment by calling the Student Health and Wellness Center at 205-934-5816. Their office is open Monday-Friday, 8am-5pm and is located at 1714 9th Avenue South.

Divisive Concepts:

All University faculty, instructors and teaching staff have the academic freedom to explore, discuss, and provide instruction on a wide range of topics in an academic setting. This class may

present difficult, objectionable, or controversial topics for consideration, but will do so through an objective, scholarly lens designed to encourage critical thinking. Though students may be asked to share their personal views in the academic setting, no student will ever be required to assent or agree with any concept considered “divisive” under Alabama law, nor penalized for refusing to support or endorse such a concept. All students are strongly encouraged to think independently and analytically about all material presented in class and may express their views in a time, place, and manner, consistent with class organization and structure, and in accordance with the University’s commitment to free and open thought, inquiry, and expressions.

Shared Values Statement:

Collaboration, integrity, respect, and excellence are core values of our institution and affirm what it means to be a UAB community member. A key foundation of UAB is diversity. At UAB, everybody counts every day. UAB is committed to fostering a respectful, accessible and open campus environment. We value every member of our campus and the richly different perspectives, characteristics and life experiences that contribute to UAB’s unique environment. UAB values and cultivates access, engagement and opportunity in our research, learning, clinical, and work environments. Our university aims to create an open and welcoming environment and to support the success of all UAB community members.

A **Tentative Schedule** for the semester is found starting on the next page.

Tentative Schedule

*All assignments are due by 11:59pm CT on their due date.

*Highlighted assignments fall under Respondus Testing Policies: Respondus WebCam Check, Initial Knowledge Check, Tests 1-3, Final Exam.

Week #	Date	Content	Assignments Due
Week 1	May 11-15	1.1: Rectangular Coordinates 1.2: Circles 1.3: Functions and Relations 1.4: Linear Functions 1.5: Applications of Linear Equations	Syllabus Intro Quiz Respondus WebCam Check Lecture 1 Videos Homework 1 Lecture 2 Videos Homework 2 Initial Knowledge Check BONUS Cumulative Review 1 Self Check-In Quiz 1 ALEKS Time Goal: Week 1
Week 2	May 18-22	1.6: Graph Transformations 1.7: Analyzing Graphs, Piecewise 1.8: Algebra of Functions, Composition 2.1: Quadratic Functions, Applications 2.2: Polynomial Functions 2.3: Polynomial Division, Theorems 2.4: Zeros of Polynomials	Lecture 1 Pre-Requisite Lecture 2 Pre-Requisite Lecture 3 Pre-Requisite Lecture 3 Videos Homework 3 Lecture 4 Pre-Requisite Lecture 4 Videos Homework 4 Progress Knowledge Check 1 Test 1 Review Self Check-In Quiz 2 ALEKS Time Goal: Week 2
<i>Memorial Day</i>	May 25		
Week 3	May 26-29	2.5: Rational Functions 2.6: Rational Function Graphs 12.1: Limits 12.4: Limits at Infinity 2.7: Polynomial & Rational Inequalities 3.1: Inverse Functions 3.2: Exponential Functions	Test 1: Homework 1-4 Material Lecture 5 Pre-Requisite Lecture 5 Videos Homework 5 Lecture 6 Pre-Requisite Lecture 6 Videos Homework 6 Lecture 7 Pre-Requisite Lecture 7 Videos BONUS Cumulative Review 2 Self Check-In Quiz 3 ALEKS Time Goal: Week 3

Class #	Date	In-Class	Assignment Due
Week 4	June 1-5	3.3: Logarithmic Functions 3.4: Logarithmic Properties 3.5: Exponential, Log Applications 3.6: Exponential & Log Modeling 4.1: Angles 4.2: Trig Functions on Unit Circle	Homework 7 Lecture 8 Pre-Requisite Lecture 8 Videos Homework 8 Test 2 Review Test 2: Homework 5-8 Material Lecture 9 Pre-Requisite Lecture 9 Videos Homework 9 Progress Knowledge Check 2 Self Check-In Quiz 4 ALEKS Time Goal: Week 4
Week 5	June 8-12	4.3: Right Triangle Trig 4.4: Trig Functions of Any Angle 4.5: Sine, Cosine Graphs 4.6: Other Trig Graphs	Lecture 10 Pre-Requisite Lecture 10 Videos Homework 10 BONUS Cumulative Review 3 Lecture 11 Pre-Requisite Lecture 11 Videos Homework 11 Self Check-In Quiz 5 ALEKS Time Goal: Week 5
Week 6	June 15-18	4.7: Inverse Trig Functions 5.1: Trig Identities 5.3: Double-Angle Formulas 6.1: Right Triangle Applications 6.2: Law of Sines	Lecture 12 Pre-Requisite Lecture 12 Videos Homework 12 Progress Knowledge Check 3 Test 3 Review Test 3: Homework 9-12 Material Lecture 13 Pre-Requisite Lecture 13 Videos Self Check-In Quiz 6 ALEKS Time Goal: Week 6
<i>Juneteenth</i>	June 19		
Week 7	June 22-24	6.2: Law of Sines 6.3: Law of Cosines 7.1: Polar Coordinates 7.2: Graphs of Polar Equations 7.4: Vectors	Homework 13 Lecture 14 Pre-Requisite Lecture 14 Videos Homework 14 Self Check-In Quiz 7 BONUS Cumulative Review 4 Final Knowledge Check Final Exam Review IDEA Survey: Course Feedback
<i>Final Exam Day</i>	June 25		Final: Homework 1-14 Material