Instructor Information

Instructor: Robert Habimana
Office: North Campus, IT Building 409 A
Office Hours: Tuesday/Thursday 9:00 AM – 10:30 AM and 5:00 PM – 6:00 PM
Phone: 501-812-2764
Email: rhabimana@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Denise Hammett (501) 812-2874 dhammett@uaptc.edu
Dean: Dr. Marico Bryant Howe (501) 812-2342 mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

This is an online course that does not meet face to face, but students are expected to work in the course a minimum of 3 times per week and can expect to spend at least 12 hours weekly. Although the majority of the course is online, you are required to come to campus for your mandatory final exam. This is an in person, comprehensive paper/pencil final exam. If the final exam is missed, the student will receive a grade of “F” for the course. The date for the Final Exam is Monday, May 6, 2019, and will be given at UA-PTC’s Main (North) campus in the Campus Center’s Grand Hall. More details are found later in the syllabus.

Catalog Description

3 Credit Hours (3 hours lecture per week)

This course is a study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic and exponential; systems of equations; and matrices. This course satisfies the state-mandated requirement for the baccalaureate degree and is appropriate for STEM majors, such as Science, Technology, Engineering, and Mathematics or for those courses requiring College Algebra as a prerequisite.

A TI-83 or TI-84 graphing calculator is required and course requires an online learning component.

PREREQUISITE: Students enrolled in MATH 1302 must meet one of the following requirements:

- A minimum score of 22 on the mathematics section of the ACT
- A minimum score of 97 on the Accuplacer Elementary Algebra Placement Test
- A minimum score of 50 on the COMPASS Algebra Placement Test
- A grade of C or better in MATH 0402 Transitional Algebra
• A grade of C or better in MATH 0302 Foundations of Algebra and enrolled in corequisite MATH 0102 College Algebra Support course
• Permission by the department chair or division dean

Course Materials

Disclaimer: UA-PTC will not guarantee materials purchased anywhere other than the UA-PTC bookstore. The purchase of codes for the online environment should be purchased through the UA-PTC bookstore or directly when registering for the online environment by following the instructions supplied by your instructor. Please take a picture of your code for safe keeping as lost codes cannot be replaced.


Calculator: A TI-83 or 84 calculator is required for the course. No other brands of calculator will be supported and no Texas Instrument models other than 83’s and 84’s will be discussed. TI-89 and TI-Nspire models cannot be used.

(Please note, you do not need to purchase the physical textbook unless you prefer to have an actual book versus an etext book which can be viewed in the MyLabsPlus software. So, you can purchase the MyLabsPlus Access Code listed above or you can purchase the actual book which comes with an Access Code. You will need the calculator mentioned above.)

If you have been awarded financial aid but have not received funds, you can take your schedule down to the UA-PTC bookstore and they will charge your books to your account. This will allow you to purchase your book early and will alleviate you getting behind this semester.

Free Tutoring is offered on both UA-PTC south and main campus. Information provided at http://www.uaptc.edu/footer-navigation/tutoring-center

MLP Technical Support: If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at: 1-800-677-6337 Monday-Friday, 12 pm to 8pm. (All times are Eastern Standard Time.)

Do not contact the UA-PTC IT services department for assistance with MLP issues. Please be sure to contact the 1-800 number that was provided above.
Student MyLabsPlus Access

MyLabsPlus Web Address: http://pulaskitech.mylabsplus.com/ or you can also access the MLP link in UA-PTC’s Portal.

- **Student MyLabsPlus Username:** The first two letters of your first name, your entire last name, and the last four digits of your student ID.
  
  Your MLP Username: __________________________________________

- **Student MyLabsPlus Password**: Ptcmmddyyyy (this is the letters “Ptc” and your birthdate)
  
  Your MLP Password: ____________________________________________

*If you have previously used MLP with UAPTC, you will need to use that password instead.

Once you login in to MyLabsPlus,

1. You will be prompted to accept the terms of the Pearson User License Agreement and Privacy Policy. Click **I Accept** once you have read the terms of use.
2. You will be prompted to enter the access code that you received with your book. **If you have already purchased the book, chose “Access Now”.**
3. If you do not have a code, you will choose “Pay Later”. This will give you **14 days of Temporary Access**, which will begin on the day you **registered** in the course. This means that the temporary code could expire at different times for each student since it is based upon the date each student registers into the system. You will need to purchase your book before the temporary access code expires or you will be locked out of MyLabsPlus and you will not have access to your work which could result in zeros on assignments that were missed. **DO NOT LOSE YOUR ACCESS CODE ONCE YOU HAVE PURCHASED IT. YOU WILL NOT BE ABLE TO ENTER IT UNTIL THE TEMPORARY ACCESS CODE EXPIRES.**

If you have trouble logging in, entering your code or experience issues with not being able to access the course, please contact the Chair of the department. Her name is Denise Hammett and her email is dhammett@uaptc.edu. Please send as much information as you can about the situation including screen shots along with a good working phone number, your username and birthdate.
Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Information Literacy
2. Technology Literacy
3. Communication
4. Critical Thinking
5. Quantitative Reasoning
6. Cultural Awareness
7. Professionalism

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The mission of the math department is to prepare students with the mathematical knowledge and understanding necessary for students to accomplish their educational goals. The math department aims to teach, advise and consult on any mathematical related matter whether a student wishes to successfully transfer to a four year college, gain entrance into the workforce, enhance their personal skills or further their lifelong learning pursuit.

Upon successful completion of the required math courses,

DLO #1: Students will demonstrate the ability to use symbolic, graphical, numerical and written representations of mathematical ideas.
DLO #2: Students will use mathematical reasoning and, when appropriate, a general problem solving process to solve problems.
DLO #3: Students will learn mathematics through modeling real-world situations.
DLO #4: Students will use appropriate technology to enhance their mathematical thinking and understanding, solve mathematical problems, and judge the reasonableness of their results.

Student Learning / Course Outcomes

ACTS

The student will demonstrate:
The ability to perform and solve basic function operations and algebraic problems using appropriate vocabulary
- Critical thinking to formulate decisions and problem solving based on reasoning and analysis
- The appropriate use of technology to supplement and enhance conceptual understanding, visualization, and inquiry
- The ability to synthesize information from a variety of sources to solve problems and interpret results

The student will demonstrate a basic understanding of functions including:
- Absolute values
- Quadratic
- Polynomial
- Rational
- Logarithmic
- Exponential
- Graphing of inequalities and quadratic inequalities

The student will demonstrate an understanding of the application of the following topics:
- Systems of equations
- Matrices

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class.
Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester and throughout the semester. **Logging into the course does not constitute attendance. You must complete assignments as stated in the syllabus/assignment schedule.** Teachers have the right to lower a student’s grade based on excessive absences as outlined in the syllabus for the course. Instructors set the attendance policy for courses and students must follow those policies.

Any student who does not attend class before the roster certification date will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. Students who were dropped because they had not attended class, will not be allowed back into the course during that specific term; refunds are automatically added to the student’s account for being reported as Never Attending a class. Instructors set the policies for counting students as “no shows” in the online environment and it is the student’s responsibility to follow those policies.

**NO SHOW ONLINE:** UA-PTC Census Date: Any student who does not attend or actively participate in class by completing the syllabus agreement and returning it along with completing sections 2.1, 2.2, 2.3 and 2.4 in MyLabsPlus on or before Wednesday, January 23, 2019, will be considered a “no show”, will be reported as such, and dropped from the class.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive procrastination and/or non-participation are considered discourteous to the instructor and the learning environment and can be a detriment to successful course completion. To be successful in this course, it is recommended that each student log into MyLabsPlus at least five (5) days per week (Sunday through Saturday), read the book, look at the videos, study, and complete all required assignments in MyLabsPlus that are due for that week. Although you are able to complete all assignments at your convenience throughout each day, please note that there are due dates and deadlines for assignment completion. If you experience significant personal difficulties that prevent you from meeting these deadlines, be certain to contact your instructor prior to the deadline of your assignments.

Graded assignments are the only assignments that will count as attendance and participation in this course. The Study Plan IS ONLY PRACTICE and completing work within the study plan IS NOT for credit. The on-time submission of the graded assignments will count as participation.

Following an unavoidable absence, the student has the responsibility for completing all activities missed as allowed by the instructor. Instructors in the online environment establish the attendance policies and the requirements for success and it is the student’s responsibility to adhere to those policies.

**Drop Date:** The last day to drop a course or withdraw from the college is **Wednesday, April 17, 2019. A student should consult with their instructor and financial aid (if applicable) before submitting a drop form.** A student can request to drop or withdraw by visiting the student services office on any campus or by submitting a written, faxed request. Faxed requests
can be sent to (501) 812-2316 and must contain the student’s name and student ID number, a statement of which course you wish to drop or a statement that you are withdrawing from all courses, your signature, and a copy of your state-issued photo identification. Instructors do not have an administrative drop option and cannot drop students from courses; it is entirely the student’s responsibility to complete the process if they wish to drop from the course.

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars, as determined by the instructor, are detailed in the paragraph(s) below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**Campus Visitors Policy:** Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled course is being taught. At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent.

**Incompletes:** The requirements for awarding a grade of incomplete, “I” can be found in the College Catalog on page 31 by using the following link: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog).

**Math Department Chair:** Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as a next point of contact. The department chair will not overturn decisions made by the instructor based upon the policies or requirements of the syllabus.

**Cell Phones:** Please turn cell phones on vibrate mode during class time. Texting during class or doing other things on your phone or tablet or smart watch during class not related to the course is not a good idea as concepts being taught will be missed. No cell phone or other electronic devices (other than graphing calculator) can be used during tests.

**Homework:** All homework will be worked in MyLabsPlus. MyLabsPlus will keep track of your homework grade which will be used in calculating your total grade. To be successful in the class, all homework needs to be worked. **You are allowed to rework the homework assignments for extra practice and for a higher score (up to 100%) as many times as you like until the due date.** Please be responsible and do assignments by the Due Date shown in MyLabsPlus. **All assignments will close and can no longer be worked on after the due date.**
Grading Policy

Letter grades will be based on the following scale:

90 to 100%  A
80 to 89%   B
70 to 79%   C
60 to 69%   D
0 to 59%    F

For College Algebra Without Support

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework/Discussion</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5%</td>
</tr>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25% (Student will receive an F for the course for failure to take final exam).</td>
</tr>
<tr>
<td>Course Average will be calculated as follows:</td>
<td>(Homework Avg * 0.20) + (Quizzes Avg * 0.05) + (Regular Tests Avg * 0.50) + (Final Exam Avg * 0.25)</td>
</tr>
</tbody>
</table>

MyLabsPlus always gives a current grade average. It should be displayed on the Welcome Screen, but you can also click on “Student Gradebook” from the main menu (on the left side of the screen).

Homework/Discussion: 20%  All homework will be worked in MyLabsPlus. MyLabsPlus will keep track of your homework grade which will be used in calculating your total grade. To be successful in the class, all homework should be worked. Homework should be worked out on paper and kept in an organized notebook so you will have something to study at test time. Answers obtained for the homework problems need to be entered in MyLabsPlus. You have learning aids to help you work the problems if you have trouble or need help. You are allowed to rework the homework assignments for extra practice and for a higher score (up to 100%) as many times as you like until the due date. You should strive to make at least 90% on each homework assignment.

Quizzes: 5%  There will be chapter quizzes. These quizzes will act as study guides for chapter exam. It is recommended that you complete chapter quiz before taking chapter exam. Quizzes should be worked out on paper and kept in an organized notebook so you will have something to study at test time. Answers obtained for the quiz problems should be entered in MyLabsPlus. You have learning aids, in review mode only, to help you work the problems if you have trouble or need help. You are allowed to rework the quiz assignments for extra practice and for a higher
score (up to 100%) as many times as you like until the due date. You should strive to make at least 90% on each quiz. Once the Due Date has passed, a 0 will be submitted for the grade.

**Regular Exams: 50%** Four tests worth 100 points each will be given. Students will submit a copy of their work for each exam online to the instructor. Student will include the number/write each question, show all work, and circle each answer to receive credit for the exam. Failure to follow these procedures will result in loss of credit.

- **Missed Exam:** Exams that are missed cannot be made up. If one test is missed for any reason, the grade on it will be 0 until the end of the semester when the final exam percentage will be used as the score on that missed test. If more than one test is missed, the grade on the second missed test will remain a 0. Arrangements can be made to take a test at a different time if the instructor is notified in advance by the student and there is a legitimate reason for rescheduling (examples would be: surgery, National Guard training, funeral, jury duty, etc.). Any arrangement must be made before the day and time of the scheduled test. Exceptions on a case by case basis to be determined by the instructor.

- **PROHIBITED:** Math textbook, Notes or formulas, Papers of ANY kind, Cell phones, tablets, and other mobile devices.

**Final Exam: 25%** There will be a two-hour, multiple choice, comprehensive, paper/pencil final exam. If the final exam is missed, the student will receive a grade of “F” for the course. Your final exam is scheduled for **Monday, May 6, 2019**, and will be given at UA-PTC’s main (north) campus in the Campus Center’s Grand Hall. You have five times to choose and an appointment is not necessary. Times: 8 am – 10 am, 10:30am-12:30pm, 1:30 pm – 3:30 pm, 4 pm-6pm and 6:30pm-8:30pm. A study guide will be given to help students prepare.

- **PROHIBITED:** Math textbook, Notes or formulas, Papers of ANY kind, Cell phones, tablets, and other mobile devices. **Visible cell phones or other prohibited items are a violation of academic integrity and will result in a grade of zero for the exam. If you are caught using the items listed above, you will receive a grade of F on the exam and possible dismissal from the course.**
Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct. https://www.uaptc.edu/catalog

Calculators: Graphing and scientific calculators are allowed. Please restrict calculator usage to all calculators below TI-86. The use of any calculator at or above TI-86 (including your cell phone) will be considered as a form of cheating (see Academic Integrity Policy).

Electronic Equipment: The use of electronic devices (i.e. cell phone, tablets, iPad, iPod, etc.) is strictly prohibited during proctored assessments (finals) and will be considered an act of academic dishonesty. The use of such devices during prohibited times may result in immediate dismissal from class, a grade of F within the course, will be reported to the Dean of Students, and may be recorded on your Academic Records at Pulaski Technical College.

Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. https://www.uaptc.edu/catalog
Sexual Misconduct

No person at UA-Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
### Tentative Course Schedule

**Disclaimer:** This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

<table>
<thead>
<tr>
<th>Week</th>
<th>Mth</th>
<th>Day &amp; Date</th>
<th>Material Covered</th>
<th>Week</th>
<th>Mth</th>
<th>Day &amp; Date</th>
<th>Material Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan</td>
<td>M-7</td>
<td>No Class</td>
<td>10</td>
<td>Mar</td>
<td>M-11</td>
<td>8.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-9</td>
<td>Syllabus &amp; 2.1</td>
<td></td>
<td></td>
<td>W-13</td>
<td>8.6</td>
</tr>
<tr>
<td>2</td>
<td>Jan</td>
<td>M-14</td>
<td>2.2 &amp; 2.3</td>
<td></td>
<td>Mar</td>
<td>M-18</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-16</td>
<td>2.4</td>
<td></td>
<td></td>
<td>W-20</td>
<td>Spring Break</td>
</tr>
<tr>
<td>3</td>
<td>Jan</td>
<td>M-21</td>
<td>No Class–MLK Holiday</td>
<td>11</td>
<td>Mar</td>
<td>M-25</td>
<td>9.1 &amp; 9.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-23</td>
<td>3.5 &amp; 3.6</td>
<td></td>
<td></td>
<td>W-27</td>
<td>9.3</td>
</tr>
<tr>
<td>4</td>
<td>Jan</td>
<td>M-28</td>
<td>3.7 &amp; 4.8</td>
<td>12</td>
<td>Apr</td>
<td>M-1</td>
<td>9.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-30</td>
<td>Review for Exam #1</td>
<td></td>
<td></td>
<td>W-3</td>
<td>Review for Exam #3</td>
</tr>
<tr>
<td>5</td>
<td>Feb</td>
<td>M-4</td>
<td>Exam #1</td>
<td>13</td>
<td>Apr</td>
<td>M-8</td>
<td>Exam #3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-6</td>
<td>5.1 &amp; 5.4</td>
<td></td>
<td></td>
<td>W-10</td>
<td>9.5</td>
</tr>
<tr>
<td>6</td>
<td>Feb</td>
<td>M-11</td>
<td>6.1 &amp; 6.8</td>
<td>14</td>
<td>Apr</td>
<td>M-15</td>
<td>9.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-13</td>
<td>7.1 &amp; 7.2</td>
<td></td>
<td></td>
<td>W-17</td>
<td>9.6 (Drop Date)</td>
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<tr>
<td>7</td>
<td>Feb</td>
<td>M-18</td>
<td>7.4 &amp; 7.5</td>
<td>15</td>
<td>Apr</td>
<td>M-22</td>
<td>9.7 &amp; 10.2</td>
</tr>
<tr>
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<td></td>
<td>W-20</td>
<td>8.1</td>
<td></td>
<td></td>
<td>W-24</td>
<td>Review for Exam #4</td>
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<tr>
<td>8</td>
<td>Feb</td>
<td>M-25</td>
<td>8.2</td>
<td>16</td>
<td>Apr</td>
<td>M-29</td>
<td>Exam #4</td>
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<td></td>
<td>W-27</td>
<td>Review for Exam #2</td>
<td></td>
<td>May</td>
<td>W-1</td>
<td>Review for Final Exam</td>
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<tr>
<td>9</td>
<td>Mar</td>
<td>M-4</td>
<td>Exam #2</td>
<td>17</td>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>W-6</td>
<td>8.3 &amp; 8.4</td>
<td></td>
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</tr>
</tbody>
</table>

**Time and Date of Your Final Exam:** Monday, May 6, 2019

Monday, May 6, 2019
8 am – 10 am, 10:30am-12:30pm, 1:30 pm – 3:30 pm, 4 pm-6pm and 6:30pm-8:30pm
May 4th – 10th
Final Exam Schedule:

The final exam is an in person, comprehensive paper/pencil final exam. If the final exam is missed, the student will receive a grade of “F” for the course. The date for the Final Exam is Monday, May 6, 2019, and will be given at UA-PTC’s main (north) campus in the Campus Center’s Grand Hall. You have five times to choose and an appointment is not necessary. Times: 8 am – 10 am, 10:30am-12:30pm, 1:30 pm – 3:30 pm, 4 pm-6pm and 6:30pm-8:30pm. You need to be there at least 10 minutes before the beginning time and you must present a picture ID. Bring your calculator and pencils (no pens); do not bring anything else into the testing room.

Alternative Testing Site for final: If you live too far (more than an hour’s drive) to realistically travel to the main campus to take your final exam, a collegiate proctored testing center may be used. The alternative testing site must be a proctored testing center at a University or College and must be approved by the instructor a full two weeks before the final exam is to take place. The student is responsible for locating an alternative testing center and making the initial contact as well as any fees that the testing center may charge for the service. The student should inquire as to the availability to take the 2 hour paper/pencil exam on the same day as it is scheduled to be given at Pulaski Tech and schedule an appointment. The student should then email their instructor with the name of the University/College, their website address, and the name of the contact person along with their email and phone information. The instructor will then contact the testing center to verify that it meets the standards required and that the student has made arrangements to test on the date required. The student must give the instructor amply time to make contact and grant approval at least two full weeks before the date of the final exam. The instructor, once approval has been given to the student is responsible for having the exam and all directions to the testing center before the day the exam is to be given.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Robert Habimana College Algebra class at UA-Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Attendance and active participation are required for success in this course. In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. To participate in an online class, I understand that I must complete assignments in the online environment on a weekly basis. Additionally, I understand that my attendance may be submitted to college officials and reported to financial aid authorities.

I understand that Instructors cannot drop me from a course after the roster certification date if I have attended. However, I also understand that it is expected for success that I attend all courses and participate. I am responsible for my learning and success and not the instructor. In online sections, roster certification is determined by completing the course agreement quiz in blackboard and completing assignments in the online environment. Roster certification is normally around 7-10 days into the semester (2-3 days for summer courses).

I understand that the final exam is a paper/pencil exam given under a proctored environment during final exam week and cannot be given early. The final exam is given on the main campus as explained in the syllabus. There is also a proctored policy in the syllabus for any student that lives more than one hour from the main campus.

*Online students are to complete the course agreement form quiz in blackboard in lieu of submitting this form to their instructor.

I understand that I must do each of the following to be successful in this class.

1. Take good notes and keep my notes/work in an organized notebook dedicated to College Algebra.
2. Do all homework problems assigned by the due date.
3. Seek help from my instructor or from the free tutoring the college provides as soon as I don’t understand what is going on.
4. Study thoroughly for each test.

I understand that:

1. I need to use my UA-PTC email address to email my instructor.
2. If I fail to take the final exam, it will result in a grade of F for the course.
3. If I miss a test, I will not be allowed to make it up.

__________________________       __________________________
Semester                        Date

__________________________       __________________________
Print name                      Signature

__________________________       __________________________
UA-PTC Email address           Telephone