

Official Master Syllabus for MRTC Courses

Welcome! We are glad that you are taking a course in the Math Resource and Teaching Center (MRTC). Here is the information you need to be successful in MRTC classes. If you have questions or concerns, please ASK!

The vision of the MRTC is a society where people effectively use mathematics and statistics to improve and enrich their communities.

The mission of the MRTC is to emphasize relevance, cultivate understanding, and promote utilization of mathematics and statistics by providing an engaging and collaborative educational environment for our diverse community of learners.

Textbook and Software: Some homework, quizzes, and tests/exams are accessed with Pearson Math Software MYLABSPPLUS (MLP) or McGraw Hill Math Software ALEKS. An electronic version of the textbook is available within MLP/ALEKS. You may purchase the University of Arkansas MLP/ALKES access kit from a local bookstores or online when you access the MLP/ALEKS portion of your class.

There is no reason for you not to begin working in your course on the first day of class. MLP and ALEKS offer temporary access to your course. You will have temporary access to your course for a period of 14 days. However, 14 days from when you begin temporary access you will be locked out of your course if you have not purchased and entered an access code into your course. If you get locked out of your class it could take several days before you will be able to complete course work again.

Calculator Statement: Students taking courses which permit calculator use while testing in the MRTC Testing Center are strongly recommended to use either the TI-30XIIS or TI-84 calculator, whichever is appropriate for the course (see specific Course Syllabus), while doing homework.

These are the only calculator models that the MRTC Testing Center provides to students during tests.

It is important for students to familiarize themselves with the use of the appropriate calculator because MRTC Testing Center Proctors are specifically forbidden from answering questions related to how to do test problems, including questions on proper calculator use.

Lab Minutes: Students enrolled in courses requiring lab minutes must spend this time in the MRTC Teaching Center located in CHPN 326 or associated SI section, if applicable. *A maximum of 50 lab minutes may be earned in a single day.* The total number of lab minutes required can be found on individual course syllabi. The Teaching Center hours of operation can be found at mrtc.uark.edu. You must be working on math at all times in the Teaching Center when earning lab minutes. **Working on anything other than math in the Teaching Center while earning lab minutes is considered academic dishonesty.**

Accessing your MRTC MATH/STAT Course through Blackboard:

- You will find a link to MLP/ALEKS on your course's Blackboard page.
- If there is ever a time when Blackboard is NOT working, see the section below to access MLP or ALEKS directly.

Accessing your MRTC MATH/STAT Course directly using MyMathLab:

- Log into the University of Arkansas MyLabsPlus site <http://uark.bb.mylabsplus.com>
- Find and click the "Forgot your password?" link
- Enter in the first part of your uark email address in the box labeled "username"
 - For example, if your email is mathstudent@uark.edu, you would enter "mathstudent"
- You will shortly receive an email message with subject "Password Reset Information" from PasswordReset@ResetCredentials.com. Follow the directions in the email.
- You should now be able to log into your account at <http://uark.bb.mylabsplus.com>

Accessing your MRTC MATH Course directly using ALEKS:

- Email your instructor for details.

Problems with Software: If you cannot access your MLP/ALEKS course:

- Be sure the website is correct: <http://uark.bb.mylabsplus.com> or <https://www.aleks.com>
- Read the F.A.Q. at <http://mrtc.uark.edu>
- Search articles on your browser in Pearson's online knowledgebase at <http://247support.custhelp.com> or McGraw Hill's support database at <https://www.aleks.com/support>
- Delete your cookies
- Try a different browser
- Try a different computer or turn the computer off and then back on again.

Communication: Check the MLP/ALEKS Announcement Page, your university email account and/or Twitter at @UarkMRTC regularly.

Course Entry Quiz: You must score 100% on this course entry quiz before you can work in MLP.

MLP/ALEKS Gradebook: Grades in the MLP/ALEKS Gradebook are approximations of your actual grade. The MLP Gradebook can take up to 12 hours to update your scores. Therefore you must have the required prerequisite homework completed at least 12 hours before you plan to take a quiz, test or exam.

Grading Scale: Final letter grades are based on the following percentage scale:

A = 90.0%-100%; B = 80.0%-89%; C = 70.0%-79%; D = 60.0%-69%; F = 0-59.9%

Academic Honesty Statement: "As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail. Each University of Arkansas student is required to be familiar with and abide by the University's Academic Integrity Policy which may be found at honesty.uark.edu/policy. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor."

Accommodations: Under University policy and federal and state law, students with documented disabilities are entitled to reasonable accommodations to ensure they have an equal opportunity to perform in class. If you have such a disability and needs special academic accommodations, please report to Center for Educational Access (CEA). Reasonable accommodations may be arranged after CEA has verified your disability. You must meet with your instructor or Dr. Cleaveland (CHPN 314) at least a week before you take a test/online quiz/exam to receive accommodation. Do not hesitate to contact your instructor or a member of the MRTC Staff if any assistance is needed in this process.

Copyright Information: Tape-recording and/or any other form of electronic capturing of lectures is expressly forbidden. Transcripts of lectures may be made available on Blackboard or through the ECHO 360 system. Be aware that this is a legal matter involving intellectual property rights as described below:

*State common law and federal copyright law protect our syllabi and lectures. They are our own original expressions and we may record our lectures at the same time that we deliver them in order to secure protection. Whereas you are authorized to take notes in class thereby creating derivative work from our lectures, the authorization extends only to making one set of notes for your own personal use and no other use. **You are not authorized to record our lectures, to provide your notes to anyone else or to make any commercial use of them without expressed, prior permission from the University of Arkansas Math Resource and Teaching Center.***

Persons authorized to take notes for the Center for Educational Access, for the benefit of students registered with the Center, will be permitted to do so, but such use still is limited to personal, non-commercial use. Similarly, you are permitted to reproduce notes for a student in this class who has missed class due to authorized travel, absence due to illness, etc. However, to be clear, any class notes must not be sold or made available for any commercial use.

Inclement Weather: Instructors make every effort to hold class. If you feel that travel is too hazardous due to weather conditions, inform your instructor by email. If the university is officially closed, alternate methods of instruction will be communicated to you through an MLP/ALEKS announcement and/or university email. You will be notified of schedule changes for the Teaching and Testing Center in Champions Hall by email, announcements in MLP/ALEKS/BB and/or via Twitter at @UarkMRTC

Emergency Procedures: Many types of emergencies can occur on campus; instructions for specific emergencies such as severe weather, active shooter, or fire can be found at emergency.uark.edu.

Severe Weather (Tornado Warning):

- Follow the directions of the instructor or emergency personnel
- Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
- Stay in the center of the room, away from exterior walls, windows, and doors

Violence / Active Shooter (CADD):

- CALL- 9-1-1
- AVOID- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- DENY- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police its safe.
- DEFEND- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

We reserve the right to make changes to the syllabus. You will be notified of changes in class, on the MLP/ALEKS/BB Announcement pages, and/or via university email