

## SIGNATURE ROUTING LOG

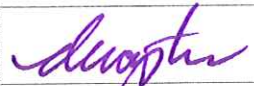



### General Information:

Proposal Type: Course  Program  Other   
 Proposal Name<sup>1</sup> (course prefix & number, pgm major & degree, etc.): MA 109 (chg, add, del)  
 Proposal Contact Person Name: Beth Kelly Phone: 7-6812 Email: Elizabeth.Kelly@uky.edu

### INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

### Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Mathematics, DUS	11/15/10	David Royster / 257-1258 / david.royster@uky.edu	
Mathematics, Chair	11/15/10	Zhongwei Shen / 257-3470 / zshen2@uky.edu	
		/ /	
		/ /	
A&S Ed. Policy Cmte.	11/29/10	G. Murthy, Nat. Sci. / 7-4729 / ganpathy.murthy@uky.edu	
A&S Dean	11/28/10	Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	

### External-to-College Approvals:

12/1/10  
uoc

Council	Date Approved	Signature	Approval of Revision <sup>2</sup>
Undergraduate Council	3/1/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

### Comments:

<sup>1</sup> Proposal name used here must match name entered on corresponding course or program form.

<sup>2</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

# APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

**1. General Information.**

- a. Submitted by the College of: Arts & Sciences Today's Date: 10/27/10
- b. Department/Division: Mathematics
- c. Is there a change in "ownership" of the course? YES  NO   
 If YES, what college/department will offer the course instead? \_\_\_\_\_
- d. What type of change is being proposed?  Major  Minor<sup>1</sup> (place cursor here for minor change [OSC1] definition)
- e. Contact Person Name: Dr. David Royster Email: david.royster@uky.edu Phone: 257-1258
- f. Requested Effective Date:  Semester Following Approval OR  Specific Term<sup>2</sup>: Summer 11

**2. Designation and Description of Proposed Course.**

- a. Current Prefix and Number: MA 109 Proposed Prefix & Number: MA 109
- b. Full Title: College Algebra Proposed Title: College Algebra
- c. Current Transcript Title (if full title is more than 40 characters): \_\_\_\_\_  
 Proposed Transcript Title (if full title is more than 40 characters): \_\_\_\_\_
- d. Current Cross-listing:  N/A OR Currently<sup>3</sup> Cross-listed with (Prefix & Number): \_\_\_\_\_  
 Proposed –  ADD<sup>3</sup> Cross-listing (Prefix & Number): \_\_\_\_\_  
 Proposed –  REMOVE<sup>3,4</sup> Cross-listing (Prefix & Number): \_\_\_\_\_
- e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>5</sup> for each meeting pattern type.
- |           |                  |                               |                                     |                  |                    |
|-----------|------------------|-------------------------------|-------------------------------------|------------------|--------------------|
| Current:  | <u>3</u> Lecture | _____ Laboratory <sup>5</sup> | _____ Recitation                    | _____ Discussion | _____ Indep. Study |
|           | _____ Clinical   | _____ Colloquium              | _____ Practicum                     | _____ Research   | _____ Residency    |
|           | _____ Seminar    | _____ Studio                  | _____ Other – Please explain: _____ |                  |                    |
| Proposed: | _____ Lecture    | _____ Laboratory              | _____ Recitation                    | _____ Discussion | _____ Indep. Study |
|           | _____ Clinical   | _____ Colloquium              | _____ Practicum                     | _____ Research   | _____ Residency    |
|           | _____ Seminar    | _____ Studio                  | _____ Other – Please explain: _____ |                  |                    |
- f. Current Grading System:  Letter (A, B, C, etc.)  Pass/Fail  
 Proposed Grading System:  Letter (A, B, C, etc.)  Pass/Fail
- g. Current number of credit hours: 3 Proposed number of credit hours: \_\_\_\_\_

<sup>1</sup> See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

<sup>2</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>3</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.

<sup>4</sup> Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

<sup>5</sup> Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

## APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

- h. **Currently, is this course repeatable for additional credit?** YES  NO
- Proposed to be repeatable for additional credit?* YES  NO
- If YES: *Maximum number of credit hours:* \_\_\_\_\_
- If YES: *Will this course allow multiple registrations during the same semester?* YES  NO

Selected topics in algebra. Develops manipulative algebraic skills and mathematical reasoning required for further study in mathematics. Includes brief review of basic algebra, quadratic formula, systems of linear equations, introduction to functions and graphing. This course is not available for credit to persons who have received credit in any mathematics course of a higher number with the exceptions of MA 112, 123, 162, 201 and 202. Credit not available on the basis of special examination. Prereq: Two years of high school algebra and a Math ACT score of 21 or above or a Math SAT score of 510 or above; or MA 108R; or a grade of C or better in MA 111; or appropriate score on the math placement test.

i. **Current Course Description for Bulletin:**

*Proposed Course Description for Bulletin:* \_\_\_\_\_

j. **Current Prerequisites, if any:**

Two years of high school algebra and a Math ACT score of 21 or above or a Math SAT score of 510 or above; or MA 108R; or a grade of C or better in MA 111; or appropriate score on the math placement test.

*Proposed Prerequisites, if any:* \_\_\_\_\_

- k. **Current Distance Learning(DL) Status:**  N/A  Already approved for DL\*  *Please Add*<sup>6</sup>  *Please Drop*

\*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box ) that the proposed changes do not affect DL delivery.

- l. **Current Supplementary Teaching Component, if any:**  Community-Based Experience  Service Learning  Both

*Proposed Supplementary Teaching Component:*  *Community-Based Experience*  *Service Learning*  *Both*

3. **Currently, is this course taught off campus?** YES  NO

*Proposed to be taught off campus?* YES  NO

4. **Are significant changes in content/teaching objectives of the course being proposed?** YES  NO

If YES, explain and offer brief rationale:

\_\_\_\_\_

5. **Course Relationship to Program(s).**

- a. **Are there other depts and/or pgms that could be affected by the proposed change?** YES  NO

If YES, identify the depts. and/or pgms: \_\_\_\_\_

- b. **Will modifying this course result in a new requirement<sup>7</sup> for ANY program?** YES  NO

If YES<sup>7</sup>, list the program(s) here: \_\_\_\_\_

6. **Information to be Placed on Syllabus.**

\_\_\_\_\_

<sup>6</sup> You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

<sup>7</sup> In order to change a program, a program change form must also be submitted.

## APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

- a.  Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

## Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

**Introduction/Definition:** For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: MA 109	Date: 10/27/10
Instructor Name: Beth Kelly	Instructor Email: elizabeth.kelly@uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input type="checkbox"/>
	Hybrid <input type="checkbox"/>

<b>Curriculum and Instruction</b>	
1.	<p>How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?</p> <p>Students may email instructors through regular email or send messages through the homework system. Students may also meet with the instructor during virtual office hours via Skype.</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>Students will be using the same textbook that is used in the traditional course. The traditional course is a lecture format and the lectures will be recorded for the DL students to view. The traditional course already uses web based homework which will be used in the DL course. Exams will given in a proctored environment for the DL students, which is the same as the traditional course.</p>
3.	<p>How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.</p> <p>Students will be given exams in a proctored environment. The homework will be given over a password protected website.</p>
4.	<p>Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?</p> <p>No.</p> <p>If yes, which percentage, and which program(s)?</p> <p><small>*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.</small></p>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</p>

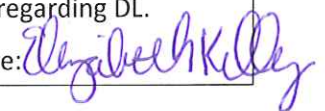
## Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

	Students are offered the same availability to instructors office hours as other students taking the course during the summer, although they are virtual.
<b>Library and Learning Resources</b>	
6.	How do course requirements ensure that students make appropriate use of learning resources? The web homework and exams are assigned on a regular basis just like in the traditional classroom setting.
7.	Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. The SCS are available to all students on campus and contain the necessary software for the course.
<b>Student Services</b>	
8.	How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center ( <a href="http://www.uky.edu/TASC/index.php">http://www.uky.edu/TASC/index.php</a> ) and the Information Technology Customer Service Center ( <a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a> )? In the syllabus, students are told how to contact WebAssign, TASC, UKIT, and/or their instructor.
9.	Will the course be delivered via services available through the Teaching and Academic Support Center? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.  We are using WebAssign, which is a complete course management system. We will direct students to WebAssign through Blackboard and manage our own class webpage.
10.	Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any. <input type="checkbox"/> The technological requirements for the course. <input type="checkbox"/> Contact information for TASC ( <a href="http://www.uky.edu/TASC/">http://www.uky.edu/TASC/</a> ; 859-257-8272) and Information Technology Customer Service Center ( <a href="http://www.uky.edu/UKIT/">http://www.uky.edu/UKIT/</a> ; 859-257-1300). <input type="checkbox"/> Procedure for resolving technical complaints. <input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message. <input type="checkbox"/> Maximum timeframe for responding to student communications. <input type="checkbox"/> Language pertaining academic accommodations: <ul style="list-style-type: none"> <li>o "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or <a href="mailto:jkarnes@email.uky.edu">jkarnes@email.uky.edu</a>."</li> </ul> <input type="checkbox"/> Information on Distance Learning Library Services ( <a href="http://www.uky.edu/Libraries/DLLS">http://www.uky.edu/Libraries/DLLS</a> ) <ul style="list-style-type: none"> <li>o Carla Cantagallo, DL Librarian</li> <li>o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)</li> <li>o Email: <a href="mailto:dllservice@email.uky.edu">dllservice@email.uky.edu</a></li> <li>o DL Interlibrary Loan Service: <a href="http://www.uky.edu/Libraries/libpage.php?lweb_id=253&amp;llib_id=16">http://www.uky.edu/Libraries/libpage.php?lweb_id=253&amp;llib_id=16</a></li> </ul>

## Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL. Instructor Name: Elizabeth Kelly Instructor Signature: 
-----	---

# University Senate Syllabi Guidelines

## General Course Information

- Full and accurate title of the course.
- Departmental and college prefix.
- Course prefix, number and section number.
- Scheduled meeting day(s), time and place.

## Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name.
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor.
- Office phone number.
- Office address.
- UK email address.
- Times of regularly scheduled office hours and if prior appointment is required.

## Course Description

- Reasonably detailed overview of the course.
- Student learning outcomes.
- Course goals/objectives.
- Required materials (textbook, lab materials, etc.).
- Outline of the content, which must conform to the Bulletin description.
- Summary description of the components that contribute to the determination of course grade.
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s).
- Final examination information: date, time, duration and location.
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for *undergraduate* students.
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for *graduate* students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.).
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus.
- Policy on academic accommodations due to disability. Standard language is below:  
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

## Course Policies

- Attendance.
- Excused absences.
- Make-up opportunities.
- Verification of absences.
- Submission of assignments.
- Academic integrity, cheating & plagiarism.
- Classroom behavior, decorum and civility.
- Professional preparations.
- Group work & student collaboration.



## MA109 Online (College Algebra) - Summer 2011 Syllabus

---

**Time and Place (Lectures):** Lectures will be given online. You can download the lectures [here](#). A suggested timeline is given in the [course schedule](#).

**Instructor:** TBA

**Office:** TBA

**email(preferred):** TBA

**phone:** TBA

**Office Hours:** The fastest way to contact your instructor is through e-mail. She regularly checks her e-mail during the day (M-F). E-mails received before 5pm on a weekday will be responded to on that day. E-mails received after 5pm will be responded to within 24 hours. E-mails received after 5pm on Friday will be responded to within 24 hours. Although homework assignments are due at midnight on the given due date, it is not reasonable to assume that instructor assistance can be given during the evening when an assignment is due. Appointments upon request for virtual office hours via [Skype](#).

**Textbook:** *Contemporary Precalculus* (5th edition), by Thomas W. Hungerford and Douglas J. Shaw. We use a customized version of the original book, which is specifically published for the University of Kentucky and can be purchased at any UK bookstore. This text may also be purchase online as an ebook through [WebAssign.net](#). All students will also be required to purchase an access code for [WebAssign.net](#).

**"Attendance":** All course materials are on-line and it is YOUR responsibility to access material in a timely manner. To help keep you on track I have provided a [course schedule](#) that you should follow. You are expected to spend a MINIMUM of 3 hours per DAY interacting with the course material. In addition, you are required to complete your quizzes and exams on the dates on the course schedule. Quizzes are taken online. Exams need to be taken in a proctored setting.

**Minimum Technology Requirements:** In order to participate in this course, you will need access to a computer with the minimum hardware, software and internet configuration described at this site:

- [http://www.webassign.net/user\\_support/student/system\\_requirements.html](http://www.webassign.net/user_support/student/system_requirements.html).

You will also need access to either

- Windows XP or later with Microsoft Internet Explorer, version 7 or later, or
- Mac OS X 10.4 or later with Apple Safari, version 3 or later.

You may need to install a number of plugins on your computer. The above website will give you a link to a list.

If you experience technical difficulties with accessing course materials, the Customer Service Center may be able to assist you. Their hours are Monday–Thursday, 8 a.m.–10 p.m. ET, Friday, 8 a.m.–8 p.m. ET, Saturday, 12 p.m.–6 p.m. ET, and Sunday, 12 p.m.–10 p.m. ET . You may reach them at (800) 955-8275 or by e-mail through <http://www.webassign.net/info/help.html>. Please also inform the course instructor when you are having technical difficulties.

The Teaching and Academic Support Center (TASC) website (<http://www.uky.edu/TASC/>) offers additional information and resources that can promote a successful distance learning experience. They may also be reached at 859-257-8272.

**Lecture Notes/Supplementary Worksheets:** Lecture notes and worksheets are available under "Resources" in WebAssign. These notes have been written as a complement/guide to the textbook in order to assist you throughout the course. The worksheets are made to provide you with practice throughout the course. You are responsible for all the material on the worksheets. The answers are provided for you [here](#).

These notes are designed to be handy to consult both while learning the material and while reviewing for the midterms. By using these notes while viewing the lecture, you should spend little time taking notes while devoting more time to understanding the material explained during the lectures. In addition, we also strongly encourage you to have a notebook or extra paper for notes, as the space provided in the notes might not always be large enough for your needs.

**Goals/Content:** In this course we will cover the great majority of the topics from Chapters 1 through 5 and 11 of the text by Hungerford and Shaw. This includes a brief review of basic algebra, quadratic formula, systems of equations, introduction to functions, and graphing.

Your main goal is to learn the material well enough so that you can use the tools of College Algebra in an applied context, such as Business or the Social Sciences. It is also essential that you learn well the techniques discussed in this course if you plan on taking (and want to succeed in) the subsequent course, MA123 (Elementary Calculus and its Applications).

It is virtually impossible to learn Mathematics by only listening to an instructor. To understand what this means, consider the impossibility of learning to play basketball by listening to someone describe how to play it. You will not learn the material in this course by listening to the lectures, and thinking to yourself - "Yes, I understand that." You must work the problems and make mistakes before you will begin to learn. The instructor's task is that of an assistant to help you learn as much of the material as you desire. In this course it will not be sufficient to memorize an algorithm for doing specific types of problems. You will be expected to understand the material well enough so that you are able to do problems similar to, but not identical to, the ones we work in class and the ones you are assigned for homework.

**Grading:** The course grade will be based on three midterm exams, a final exam, a homework score, and an instructor score. Each midterm is worth 100 points, the cumulative final is worth 100 points, homework is worth 75 points, and the quiz score is worth 25 points. In other words, each midterm is worth 20% of your final grade, the final exam is worth 20% of your final grade, homework is worth 15% of your final grade, and the quiz score is worth 5% of your final grade. Your instructor will provide you with more information about the instructor score. Thus you can earn a total of 500 points for the course. Your final grade for the course will be based on the total points you have earned as follows:

- A: 450-500
- B: 400-449
- C: 350-399
- D: 300-349
- E: 0-299

Each student has an individual, Personal Version of the web-based homework assignments to work and submit. You may attempt a problem as many times as you like. Only your final (and hopefully correct!) answer will be recorded for your homework grade. Additional attempts at a problem need not be made in the same online session, so you can reattempt the problem after getting help from your instructor. If you submit the correct answer to a problem before the due date, you receive full credit for the problem. If the answer you submit is not correct, the first thing to check is the syntax you used to submit the answer. A typo will obviously result in an incorrect answer. If you check this carefully, and your answer is still incorrect, go back and rework the problem. It is often better to move on and work other problems first, since it is quite easy to make the same error over and over. If after a couple of attempts, you do not get a correct answer, then try to get help from your instructor, a friend, or a tutor. Although answers to the problems have been checked, it is still possible that a few errors remain in the system.

Your homework grade is based on the percentage of correct problems out of, approximately, 90% of the online problems. Hence even if you do not get all problems correct, you can still earn a grade of 75 on the homework score. To calculate your current homework score use the following formula:

$$75 * (\# \text{ of HW Questions Correctly Answered}) / (0.9 * \text{ Total \# of HW Questions}).$$

It is possible to earn a few bonus points if you answer more than 90% of the questions correctly.

**Be sure to keep a record of your homework scores. Print a copy of your scores each time you work on an assignment.**

**Quiz Score:** Students will be quizzed periodically through the WebAssign website. These will be timed quizzes. Their dates are given in the schedule. This amounts to 5% of your grade (or 25 points). Your browser will need to be in LockDown mode. This is provided for you at the beginning of the quiz (there is a free download in WebAssign that is required before you may start the quiz). These quizzes are to be taken WITHOUT ANY OUTSIDE HELP (this means, no books, notes, friends, or tutors should be present while you are taking this quiz). You are on your honor that you will complete the quizzes with a closed book and closed notes.

**Course Policy on Classroom civility and decorum:** The university, college and department has a commitment to respect the dignity of all and to value differences among members of our academic community. There exists the role of discussion and debate in academic discovery and the right of all to respectfully disagree from time-to-time. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2). Equally, a faculty member has the right -- and the responsibility -- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility would not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors. Students who are not respectful, not civil, or disruptive in any way may be asked to leave the class. Your instructor will provide you with more information about your attendance score.

**Distance Learning Library Services:** As a Distance Learning student you have access to the Distance Learning Library services at <http://www.uky.edu/Libraries/DLLS>. This service can provide you access to UK's circulating collections and can deliver to you manuscripts or books from UK's library or other libraries. The DL Librarian, Carla Cantagallo, may be reached at 859-257-0500, ext 2171, or 800-828-0439 (option #6) or by mail at [dlservice@email.uky.edu](mailto:dlservice@email.uky.edu). For an interlibrary loan visit: [http://www.uky.edu/Libraries/linpage.php?lweb\\_id=253&llib\\_id=16](http://www.uky.edu/Libraries/linpage.php?lweb_id=253&llib_id=16)

**Academic Honesty:** All assignments, projects, and exercises completed by students for this class should be the product of the personal efforts of the individual(s) whose name(s) appear on the corresponding assignment. Cheating or plagiarism is a serious offense and it will not be tolerated. It will be thoroughly investigated, and it might lead to failure in the course or even to expulsion from the university. See Student Rights and Responsibilities in the University Senate Rules (Sections 6.3.1 and 6.3.2) for information on cheating, plagiarism, and penalties. A summary of recent changes to rules on cheating can be found at the Academic Ombud website. **It's not worth it, so don't do it.**

**Overview of Course:** Selected topics in algebra. Develops manipulative algebraic skills and mathematical reasoning required for further study in mathematics. Includes brief review of basic algebra, quadratic formula, systems of linear equations, introduction to functions and graphing.

**Personal Safety Reminder for Evening Exams:** Please be mindful of your personal safety in traveling to or from class after dark. It is recommended that students enrolled in evening sections do not walk to or from class alone. Anyone desiring an escort may arrange for one through the UK Campus Escort Program, SAFECATS. For information call 323-FREE or 323-3733. Students are also encouraged to choose the "Cat's Path" routes when traversing campus at night. These are sidewalks clearly marked with a blue and white paw print logo and are routes frequently used and accessible to major campus destinations. Though these paths are not designed to replace personal safety efforts, such as traveling in groups and remaining alert, there is increased police presence on these pathways.

# University of Kentucky

## MA 109 online: Proctor Approval Form

---

Student's Name

---

Student's Email Address

---

Proctor's Name

---

Proctor's Position

---

Proctor's Place of Employment Address (Please print plainly)

---

Phone Number

---

Email Address

---

Signature

---

By signing, I indicate that the above information is correct, that I meet the criteria described below for a test proctor, and that I will help the student follow the instructions included below.

Acceptable proctoring locations could include a public library, a local school or university, or a local place of worship. Other locations are possible and can be discussed with the instructor.

Your proctor could be selected from the following categories. Other possibilities can be discussed with your instructor.

- Military testing, training or education officer
- Military commander two ranks above student
- Community or Area Learning Center staff
- Training/testing agency staff
- College/school/institute education staff
- Human Resources staff
- Workplace supervisor two levels above student
- Library staff
- Ordained Clergy
- Law Enforcement training or education office

Please note: The examination proctor may not be related to the student or live at the same residence.

**Upon completion of the form, please return to: Casey Monday or Beth Kelly  
Department of Mathematics  
715 Patterson Office Tower  
University of Kentucky  
Lexington, KY 40506-0027**

**To the Examination Proctor:**

The student named above has submitted your name as one who would assist him/her in completing an online course from University of Kentucky by serving as an examination proctor. We recognize the commitment required of you to serve in this capacity and appreciate your willingness to help this student work toward an important educational objective.

Please return this completed form to Casey Monday or Beth Kelly and retain this page for your use.

The following list of instructions is extremely important to maintaining the integrity of this online course. It is important that they be **followed as written**. If questions arise during the time you are serving as an examination proctor, please feel free to email Casey Monday at [cgregory@ms.uky.edu](mailto:cgregory@ms.uky.edu) or Beth Kelly at [bkelly@ms.uky.edu](mailto:bkelly@ms.uky.edu) to seek clarification.

**Instructions:**

1. The examination is to be completed as nearly as possible under conditions normally found in a classroom testing environment. Interruptions to the student should be avoided. The student is not allowed to have access to any books, manuals, notes, etc., during any examination unless noted by the university instructor directly to the examination proctor. Since this is a mathematics course, the student will be allowed a calculator on all exams. Any exception would accompany the examination copy sent to the proctor.
2. The university instructor will notify the proctor about the maximum time limit for completing the examination. Normally, Ma 123 exams are two-hour exams.
3. The student is not to be left unsupervised at any time while completing an examination.
4. Students are not allowed to keep or make copies of any part of an examination.
5. After taking the exam, the student should hand in the exam to the proctor who will then place the exam in a pre-addressed envelope provided by the student, seal the envelope, and sign across the top with the time and date. The proctor will then mail the envelope to the Ma 123 instructor as soon as possible.

If the examination proctor finds these arrangements agreeable, please sign the attached form, provide the complete mailing address where correspondence should be sent, and return the form to Casey Monday or Beth Kelly at the address on the previous page.

---

## MA109 Online (College Algebra) - Summer 2011

Dear Student,

This website has been designed as a means to support you in MA109 Online, College Algebra. In addition to general information on our course policy, this website contains weekly announcements, useful links, and a collection of lecture notes designed to make your learning experience as easy, rewarding, and as fun as possible.

Several files posted on these pages contain embedded mathematics. Currently, they are posted in PDF format and they are printable by the network printers at the various computer labs on campus.

Things are never perfect and neither is this course page! Thus, we welcome your feedback. In particular, what kind of additional material should we post on this page and in what form? Just as important: Do you have a topic or problem that should be discussed in class? Let us know!

We hope you'll have a great semester with us. 

Your Instructors

---

*Corrections to:* `elizabeth (dot) kelly (at) uky (dot) edu`

[MA109 Online Home](#)  
[Syllabus](#)  
[Course Schedule](#)  
[Lecture Videos](#)  
[Web Homework](#)  
[Exam Information](#)  
[Old Exams](#)  
[Answers to Worksheets](#)