SIGNATURE ROUTING LOG

General Information:

Proposal Type: Course ☒   Program ☐   Other ☐

Proposal Name[1] (course prefix & number, pgm major & degree, etc.): <u>MA 123 DL</u>

Proposal Contact Person Name: <u>see respective DL form</u>   Phone: _____   Email: _____

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	12/09/09	Zhongwei Shen / shenz@ms.uky.edu / 7-6794	
A&S Associate Dean	12/09/09	Ted Schatzki / schatzki@uky.edu / 7-5821	
		/	
		/	
		/	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[2]
Undergraduate Council	4/1/2010		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:
_____

Distance Learning Form

This form must accompany <u>every</u> 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!

<u>Introduction/Definition</u>: 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).

Error! Hyperlink reference not valid.

Course Number and Prefix: MA 123	Date: November 30, 2009
Instructor Name: David Leep and Alberto Corso	Instructor Email: Leep@email.uky.edu

Check the method below that best reflects how the majority of course of the course content will be delivered.
Internet/Web-based ☒   Interactive Video ☐   Hybrid ☐

	Curriculum and Instruction
1.	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? This course will be taught online, with pre-recorded presentations, online exercises and exams. The instructor will offer regular office hours for online chat, or telephone contact if needed, as well as open email access. The syllabus will conform with the University Senate Guidelines.
2.	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. The course plan is very similar to the in-class experience, which consists mainly of lecture presentations, online homework and in-class exams. The students will work with the textbook in essentially the same way as the in-class student.
3.	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. The course will be offered through Blackboard or other similar online classroom management software, ensuring that each student has individual protected access to the course materials. Online assignments are open book. Exams will be taken in a proctored setting, either on campus or at an institution where the student is located.
4.	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? No. If yes, which percentage, and which program(s)? *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.

Abbreviations: TASC = Teaching and Academic Support Center   DL = distance learning   DLP = Distance Learning Programs

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5.	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?
	As registered students at UK, they will have access to the full range of student services as outlined on the UK Student Affairs website (http://www.uky.edu/StudentAffairs/_). Students will also be provided an electronic copy of the attached "UK Student Academic Services" document.
	Library and Learning Resources
6.	How do course requirements ensure that students make appropriate use of learning resources?
	Successful completion of course requirements will require that the students make appropriate use of the textbook and required internet sites, and access to library resources are available on the library website for distance learning (http://www.uky.edu/Libraries/lib.php?lib_id=16).
7.	Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
	This course will not require physical access to any particular facility or equipment.
	Student Services
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 (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?
	The syllabus lists technical support services available and students will be provided with a list of available University resources.
9.	Will the course be delivered via services available through the Teaching and Academic Support Center? Yes ☒ No ☐ 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.

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10.	Does the syllabus contain all the required components, below? ☒ Yes

    ☐ Instructor's *virtual* office hours, if any.

    ☐ The technological requirements for the course.

    ☐ Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).

    ☐ Procedure for resolving technical complaints.

    ☐ Preferred method for reaching instructor, e.g. email, phone, text message.

    ☐ Maximum timeframe for responding to student communications.

    ☐ Language pertaining academic accommodations:

        ○ "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 jkarnes@email.uky.edu."

    ☐ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)

        ○ Carla Cantagallo, DL Librarian

        ○ Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)

        ○ Email: dllservice@email.uky.edu

        ○ DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL.
	Instructor Name: David Leep and Alberto Corso Instructor Signature:

David Leep Dec 1, 2009

Alberto Corso 12/1/2009

Syllabus and Policies
MA 123 ONLINE   Summer 2010

Goals and Learning Outcomes:

This course will cover each of the topics from the first ten chapters of the text, Calculus, by Gootman. All of these topics are covered in the online homework sets. Your main goal should be to learn the material well enough so that you can use calculus in an applied context such as business or social science. It is virtually impossible to learn mathematics without actively taking part in the learning. To understand what this means, consider the impossibility of learning to play tennis by listening to someone describe how to play tennis. 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 can work problems similar to, but not identical to the ones we work in class and the ones you encounter in the homework.

Prerequisites:

You should have a strong understanding of college algebra and an ACT score of at least 26 or a score of 70% on the placement exam. If you have a weak algebra background it is essential that you immediately brush up on this prerequisite. Most students who do not do well in calculus, find that the required algebra is the major roadblock.

Grading:

The course grade is based on 500 points, divided as follows:

Three 2-hour exams, 100 points each

Final exam, 100 points

Homework, 100 points

The Homework score will be computed as follows. There are 250 homework problems in the

course, but the homework grade will be based on 225 problems. Thus, if you answer x homework problems correctly, your homework score will be (x/225) times 100. (225 correct homework problems will give you 100 points for the homework.) Note that you if you answer more than 225 homework problems correctly, then you could end up with more than 100 points for the Homework score.

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

The grading scale might be adjusted at the end of the semester on a course-wide basis. You will be guaranteed the above letter grade if your score falls within the given range, but the minimum score for each letter grade might be lowered.

Attendance:
All course materials are online and it is your responsibility to access material in a timely manner. To help keep you on track we have provided a lecture schedule that you should follow.

Disabilities/Medical Conditions:
If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide the instructor with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859.257.2754, email at jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Distance Learning (DL) Library Services:
1. http://www.uky.edu/Libraries/DLLS
2. Carla Cantagallo, DL Librarian
3. Local phone number: 859.257.0500, ext. 2171
4. Long distance phone number: 800.828.0439 (option #6)
5. Email: dllservice@email.uky.edu

6. DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?
   web_id=253&llib_1d=16

Academic Honesty:
Cheating or plagiarism is a serious offense and will not be tolerated. It will be thoroughly
investigated, and might lead to failure in the course or even to expulsion from the university.
See http://www.uky.edu/StudentAffairs/Code/part2.html (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:
http://www.uky.edu/Ombud.

Unresolved Academic Issues:
Please consult the UK **Student Rights and Responsibilites** regarding the steps for addressing
unresolved academic issues.

Instructor and Supervisors

If you contact your primary instructor by email, be sure to place "ma123 online" in the subject line.

An email without this subject heading may be deleted by spam filters.

Megan Gier, primary instructor (section 230). Originally from Churchill, Montana, Megan came to Kentucky in 2008 to pursue a Ph.D. in Mathematics. During her three years at the University of Kentucky, she has served as primary instructor of MA 109, MA 110, and MA 123 and as a MathExcel workshop leader for MA 113 and MA 114. Because of her classroom success, in Spring 2010 Megan was awarded the College of Arts & Sciences Certificate for Outstanding Teaching. When she's not working on math, Megan enjoys hiking, rock climbing, and making paper snowflakes.

Office: POT 706

E-Mail: mgier@ms.uky.edu

Phone: 859.257.6805

Office Hours: The fastest way to contact Megan 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 by the following morning. 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 for virtual office hours via <u>Skype</u> are available upon request.

Casey Monday, primary instructor (section 229). Casey is a fourth-year graduate student at the University of Kentucky pursuing her Ph.D. in Mathematics. She graduated from the University of Kentucky in 2006 with a degree in Secondary Math Education. She then completed her Master's with Initial Certification in Education at UK in 2007. Casey has served as a teaching assistant for Calculus I, Calculus II and most recently was a workshop leader for the Math Excel Program. She also participated as an NSF fellow for the Algebra Cubed Program in Powell County. Because of her classroom success, in Spring 2011 Casey was awarded the College of Arts & Sciences Certificate for Outstanding Teaching. Outside Mathematics, Casey participates as an active member of the UK Dance Ensemble, loves hiking, camping, and playing with her two dogs.

Office: POT 906

E-Mail: cgregory@ms.uky.edu

Phone: 859.257.7217

Office Hours: The fastest way to contact Casey 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 by the following morning. 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 for virtual office hours via Skype are available upon request.

Alberto Corso, supervisor and course developer.
Alberto is an associate professor of Mathematics who specializes in the area of Commutative Algebra. He received his Ph.D. from Rutgers University and held postdoctoral positions at Purdue University and Michigan State before moving to UK in 2001. He also held visiting positions at MSRI (Berkeley) and the University of Notre Dame. At the teaching level, in recent years he has been involved in redesigning College Algebra and Elementary Calculus and Its Applications as well as in developing a Calculus course for the Life Sciences.
For more information visit his **personal webpage** or read his **K-Book interview**.
Office: POT 701
E-Mail: alberto.corso@uky.edu

David Leep, supervisor and course developer.
David is a professor of Mathematics who specializes in the area of Number Theory. He received his Ph.D. from the University of Michigan and held postdoctoral positions at the University of Chicago and the University of California at Berkeley before moving to UK in 1984. Over the years, David has also served UK in a variety of administrative positions: Associate Dean in the college of A&S, acting chair of both

the Political Science and Mathematics departments, Provost area committee, A&S executive committee. At the teaching level, in recent years he has been involved in redesigning College Algebra and Elementary Calculus and Its Applications.

For more information visit his **personal webpage**.

Office: POT 833

E-Mail: leep@email.uky.edu

Web Homework Instructions

Students who are registered in MA 123 online will use an online homework called WebClass. Note that the url for WebClass is **https://www.mathclass.org**.

The following set of instructions are meant to explain how students should login to the MathClass website (also called WHS below) to retrieve and submit homework assignments, check grades and contact instructors.

Software Requirements:

Use an internet browser, such as Internet Explorer 8.0 (or later version) or Firefox 3.1 (or later version). Safari is likely not to work correctly. Owners of Macintosh computers running OSX should use the Firefox 3.1 (or later version) web browser available at **http://www.getfirefox.com**.

A special setup is needed only if you use Internet Explorer for a mathematics class.

1. To install plugins for Internet Explorer, make sure you are logged into an account with administrative rights. For example, on a home computer, the first account created on the computer would have administrative rights.
2. Start up Internet Explorer, go to **http://www.dessci.com/**, click on the MathPlayer icon, and download and install the MathPlayer plugin.
3. Go to **http://www.adobe.com/svg** click on the link labeled Viewer Download, select the version for Win98-XP (even if you are running Vista), download and install it.
4. The first time you try to display a homework assignment, you will need to give permission to:

> **Display** pop-ups from the site.
>
> **Run** the MathPlayer plugin on the site.
>
> **Run** the Adobe SVGViewer plugin on the site.
>
> **Accept** the Adobe license agreement.

5. You may need also to put **https://www.mathclass.org/** into the Trusted sites list, depending on how your Internet Explorer security is configured. (In addition, you must not disable JavaScript and must allow in-memory cookies.)

Getting Stared:

1. Connect to **http://www.mathclass.org**.
2. Click on the link labeled **Login to WHS**.
3. Login using your campus active directory account with the user name typed as **ad\UserName** and the usual password for the **"UserName"** account.
4. If WHS decides that you need to set up a new Math Class account, then you will get a form entitled **Register for an Account**. Fill in the fields and submit the form.
5. These are the details of the form:
   1. **Email:** Provide an e-mail where you will receive all further communication from WHS. Remember it well! In the future, you should log into WHS using this email as your user name.
   2. **Password:** Set the password to be used for your WHS account. It must be at least 7 characters long and include a character which is neither a letter nor a digit.
   3. **Security Question** and **Security Answer:** If you forget your password, you can have it reset by using the **Forgot your password** link on the login page and giving the Security Answer in response to the Security Question. The Security Answer is case sensitive.
   4. **First** and **Last Name:** These should be the same as what you use for University records as your instructor will need to match these with the name on the class roll and grading sheets.

5. **Affiliation:** Select **College or University** and another pull-down will appear. From it, select **University of Kentucky**. A text field labeled **UK or AS Account** will appear. Put in your active directory login name in the form **ad\UserName** (just like you did to login).

6. Finally, to **create the account**, click on the *Create User* button, then click on the *Continue* button.

6. Your WHS account should work normally, **unless** you have added the class within last few hours. In that case, you may have a delay of up to 24 hours for your new account to be active.