How does this summer online MATH 120 course work?

General Structure:

Since this is an online course, your interaction with the instructor will be through online methods. To learn the material, you will read and do homework exercises in the textbook, watch instructional videos made by your instructor, take advantage of multiple online learning tools, and ask questions via email, on a discussion board, or in a chat room. You will get as much help as you ask for, but you should expect to have to study and practice in order to succeed. That's the way all courses operate, including online courses.

Time Frame:

While the internet provides a great deal of flexibility with regard to the time of day you do your work, this class will have a weekly schedule and is designed to run the entire length of the summer term. You will not be able to work completely at your own pace or finish the course early. Also, please do not expect materials to be available prior to the day on which the course begins.

How are students graded?

Students are graded based upon the total number of points earned on quizzes and exams during the course.

There will be 14 online quizzes to be completed during the course. Each quiz will be available for several days but may only be taken once, and must be completed by the deadline indicated on the Course Schedule. No make up quizzes will be given for any reason. Each quiz has a time limit, so it is best to be fully prepared before you actually begin. At the end of the summer term, your two lowest quiz scores will be dropped, and the remaining 12 quiz scores will make up 40% of your overall grade. The quizzes will be taken online, and can be taken at any location.

In addition to these quizzes, there will be 3 exams given during the summer term. Each exam will be available for several days but may only be taken once, and must be completed by the deadline indicated on the Course Schedule. No make up exams will be given for any reason. Each exam has a time limit, so it is best to be fully prepared before you actually begin. No exam scores will be dropped, and the exams will make up 60% of your overall grade. The exams will be taken online, and can be taken at any location.

Are there office hours during the summer term?
There are no scheduled online office hours during the summer, but it is possible to arrange an appointment via e-mail to meet in the online text-based chat room if you wish to do so. Keep in mind that you can always communicate with your instructor, or ask for help, through the use of the discussion board or via email.

**Required Materials:**

The textbook that we will use in this class is:

*When Are We Ever Going to Use This Stuff?, College Mathematics for the Liberal Arts Major*, 6th Edition, by Matovina and Yates

This course will use an online system that is housed on the website of the publisher, Cognella Academic Publishing. It is a version of the Canvas course management system that will contain all of the course materials, including learning tools, instructional videos, and all of the quizzes and exams.

You will need online course access, and you can choose between a paperback version of the book or a downloadable e-book. The materials are available in CSN bookstores, but the most economical way to purchase access to the course, and your preferred version of the textbook, is to purchase directly from the University Readers Store, as follows:

**Step 1:** Log on to [https://students.universityreaders.com/store/](https://students.universityreaders.com/store/)

**Step 2:** Create an account. You will need to select your home institution (CSN) during this step, or log in if you have an existing account.

**Step 3:** After logging in, you will see a list of all the materials available for CSN courses. Unless you already own a copy of the 6th edition of the book, select the **TEXTBOOK + ACTIVE LEARNING** bundle that lists my name (Ronald Yates) as the instructor. This bundle includes both the textbook and online course access.

**Step 4:** Easy-to-follow instructions will guide you through the rest of the ordering process, where you will be asked to select the version of the book you prefer (paperback, digital or both), and the **section number in which you are enrolled**. You can find your section number in MyCSN.

Please obtain course access and the textbook before the beginning of the summer term, so that you have the book when the course begins, and feel free to let me know if you have any trouble, or if you have any questions.

If you purchase the e-book, it is available for immediate download. If you purchase a
paperback version of the book, the first 30% of the book is available to you right away as an e-book while you wait for your copy to be shipped.

To access the e-book, log in to your University Readers account and click on “My Digital Materials.”

**Accessing the Course Materials:**

After completing your purchase that includes online course access, an email with a subject of “Course Invitation” will be sent to you. If you don’t see that email, be sure to check your “Spam” or “Junk” mail folder.

Within that email, you should click on the “Get Started” link, which will help you to create a password, set your time zone, and register your online access.

Once the class begins, you will access the course by visiting:

https://active.cognella.com