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# MATH 1010 ONLINE

## SYLLABUS

### FALL 2022

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**The content of this syllabus is tentative. If changes become necessary, they will be communicated by the coordinator and/or instructor as soon as possible.**

**If a student has any concerns about abiding by the guidelines set forth in this syllabus, the course instructor should be contacted immediately to discuss the potential for alternate arrangements. Instructors will do their best to be accommodating, but it cannot be guaranteed that alternative arrangements will be possible.**

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Course Title and Course Number:

MATH 1010 Essential Mathematics for the Informed Society, Section 400 (CRN 88339)

Term: Fall 2022. Major Dates:

- *August 24: Classes begin*
- *September 6: Last day to drop a class without a W grade*
- *October 28: Last day to drop a class without final grades*
- *November 7-8: Fall break*
- *November 23-25: Thanksgiving break*
- *December 14: Final Exam (End date)*

Class Meeting Time and Place: Not applicable (online, asynchronous section)

Time to Wait: Not applicable (online, asynchronous section).

Instructor Name: Dr. Chad Mangum

Instructor Email: [crmangu@clemson.edu](mailto:crmangu@clemson.edu)

I do my best to respond to email inquiries within 24 hours, excluding weekends and university holidays.

University Office Phone: 864-656-1524

Office Address/Office Number: Martin O-303



Dr. Mangum

Finding the office: Martin Hall is next to the pond at the center of campus. See the map on the my.Clemson app for the exact location.

Office Hours (drop-in meeting times with the instructor):

**Tu/Th 11:00—12:00;**

**W 10:10—11:10, 1:30—3:30;**

**or by appointment.**

Office hours will be conducted in a “virtual office” on Zoom. Details will be provided.

In-person meeting requests will be accommodated on an individual basis.

Note: Office hours are canceled on days of class cancellation or university holiday.

Course Description:

Topics include logic and computers, probability and statistics, and financial mathematics. Specific topics include Boolean algebra, digital data formats, randomness, graphical representation of data, inference and estimation; interest, annuities, and amortization. Not open to students who have received credit for MATH 3010, MATH 3020, MATH 3090 or STAT 3010. Preq: Any MATH or STAT course, or a score of 540 or higher on the SAT Math section, or a score of 21 or higher on the ACT Math section, or a score of 50 or higher on the Clemson Mathematics Placement Test (CMPT).

Prerequisites:

SATmath score  $\geq 540$  OR ACTmath score  $\geq 21$  OR CMPT score  $\geq 50$  or credit for any MATH or STAT course with the following exception: this course is not open to students who have credit for MATH 3010, 3020, 3090 or STAT 3010. This course counts as a General Education mathematics course. Students who do not meet prerequisites will not be permitted to remain in the course.

Note: Students needing MATH 1010 but who do not meet the prerequisites should register for MATH 1990 College Algebra and 1991 (the 0-credit lab component of 1990). Upon successful completion of MATH 1990/1991, the student may take MATH 1010.

Prerequisite information for many courses covered by the CMPT can be found at:

[https://mthsc.clemson.edu/cmpt/view\\_cmpt\\_score.py](https://mthsc.clemson.edu/cmpt/view_cmpt_score.py)

### Course Overview:

Essential Mathematics was created with three specific objectives: (1) To prepare students for the mathematics encountered in other college courses, particularly core courses in social and natural sciences; (2) To develop the ability to reason with quantitative information in a way that will help students achieve success in a career; and (3) To provide the critical thinking and quantitative reasoning skills students need to understand major issues in life. This course has been designed as a terminal mathematics course for Liberal Arts majors, and it contains a great deal of useful information that will serve students well in their adult, post-college years.

### Value Statement:

**The content of this course is designed to prepare students for college, career, and life.**

It is full of content which is useful for the “average citizen” (all of us!) and helps students to become informed, well-rounded individuals. A more detailed topical overview is described below and is available on the course website given below.

### Learning Objectives / Outcomes:

After completing this course, we will be able to:

- Draw and/or interpret a Venn diagram representing relationships between sets of data.
- Identify, validate, and determine soundness of deductive arguments.
- Convert units, currencies, and temperature. Use unit conversion calculations to determine energy usage and cost.
- Find and interpret absolute and percentage change, difference, or error. Use absolute error to determine accuracy and precision of measurements and measuring devices.
- Use the Consumer Price Index, CPI, to compare prices across different economic climates. Use CPI to find inflation rates.
- Use interest formulas to find present value, future value, loan payments, and returns on investments. Use formula results to compare accounts and calculate savings from accelerated payments on loans.
- Compute federal income tax and benefits associated with tax-deferred savings.
- Identify and interpret statistical studies and associated sample statistics.
- Find the probability of the occurrence of a particular event using theoretical methods and counting techniques.
- Determine the winner of an election by various methods. Analyze and interpret election results.
- Communicate mathematical arguments clearly and professionally.

The above outcomes are evidenced by correct answers to questions in assignments and exams. Topics covered and a tentative daily calendar are available on the coordinated course website listed below.

MATH 1010 satisfies the General Education Mathematics competency:

**Students will demonstrate mathematical literacy through interpretation of mathematical forms and performing calculations.**

Note: "Mathematical forms" are defined as "equations, graphs, diagrams, tables, words."

### Required Materials:

**1. Edfinity Online Homework System.**

We will be using Edfinity for this course, integrated with Canvas. To enroll in our Edfinity section, please follow the steps below:

1. Important: Upgrade to the latest version of Google Chrome or Firefox on a Windows/Mac computer. Other browsers like Safari and devices like Chromebooks can cause issues when you access Edfinity via Canvas.
2. If you already have created an account on Edfinity, make sure you are signed out of edfinity.com.
3. Log into Canvas.
4. Click on the links in Canvas to launch into Edfinity.
5. Optional: you may be interested in subscribing to Edfinity's "OfficeHours" virtual assistant. This provides extra instruction when you are stuck on a problem. It costs extra, but it is not required. It is your choice.

**2. Access to the textbook, *Using and Understanding Mathematics: A Quantitative Reasoning Approach*, by Jeffrey Bennett and William Briggs.**

Recommended: 7<sup>th</sup> Edition, 2019 (ISBN-10: 0134715993, ISBN-13: 9780134715995.) However, other editions (3<sup>rd</sup> Edition and later) are acceptable.

**Any format (hardbound, looseleaf, digital e-text) is acceptable.**

Clemson Libraries has a copy of the required class textbook, *Using and understanding mathematics: a quantitative reasoning approach*, 7<sup>th</sup> edition. The book can be checked out at the Libraries main circulation desk, and students can check it out for up to one day (they must return it before midnight on the day they check out the books). Students can also check on the status of the works using this link: <https://pascal->

[clemson.primo.exlibrisgroup.com/permalink/01PASCAL\\_CLEM/g45dlb/alma991014400062705612](https://clemson.primo.exlibrisgroup.com/permalink/01PASCAL_CLEM/g45dlb/alma991014400062705612)

3. A TI-83, TI-83+, TI-84, or TI-84+ calculator is required. Students may not be permitted to use a laptop or a cell phone as a substitute for a calculator. A TI-89, a TI-NSpire CAS, or any calculator capable of symbolic algebra, is prohibited.
4. Respondus Monitor with LockDown Browser – For installation of the browser on your laptop, please go to <https://www.clemson.edu/online/tools/responduslockdown.html>. Note: LockDown Browser may require a separate app to be downloaded in order to work correctly (e.g. on iPads).
5. Working knowledge of a computer system, a web browser, and a word processing program. If you do not have this knowledge or skills, consider taking a short computer course prior to enrolling in an online course. For technical assistance with the course site, students should contact [ithelp@clemson.edu](mailto:ithelp@clemson.edu) or visit [CCIT's website](#).
6. Sufficient technological devices as described below:

**a. The following must be brought to each CONTENT SECTION:**

- 1) device capable of accessing the internet (for Canvas, Edfinity, etc.);
- 2) course calculator;
- 3) at least one of the following choices:
  - a. pencil and paper, with a device (e.g. smartphone) capable of scanning (with an app such as Adobe Scan, Notes, or CamScanner; there are free options available for download), saving, and uploading pdf and document files; or
  - b. a tablet or similar device which can accept typing or user “handwriting” and save and upload as a pdf and/or document file.

**b. The following must be brought to each EXAM:**

- 1) tablet/laptop/similar device (NOT a smartphone) equipped with Respondus Monitor and LockDown Browser and capable of accessing the internet (Canvas);
- 2) a webcam in, or capable of being integrated into, the device in #1 (you will need to show your face, your picture ID, and your testing environment to begin the exam, so make sure to bring these items as well);
- 3) device, such as a smartphone, capable of scanning (with Adobe Scan, CamScanner, Notes, or a similar app), saving, and uploading pdf and document files;
- 4) pencil and **blank** paper;
- 5) course calculator;

6) (optional) foam earplugs.

Note: No electronic devices (including smart watches and earbuds) other than the calculator should be brought into the testing environment.

Note: LockDown Browser may require a separate app to be downloaded in order to work correctly (e.g. on iPads).

Note: The device in #1 should be plugged in and charging during exams.

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## Information on Modality:

**This course will follow an “asynchronous, flipped” structure. This means that a typical content day will involve you watching a lecture video, and then participating in various activities/assignments on Canvas** such as lecture note study guides, learning activities (LA), online discussions, quizzes, etc. These activities will be collected and graded as listed on the Canvas assignments; the due time may vary from one content day to the next. You are expected to stay current with course material by accessing the content on Canvas and **submitting all assignments by the due dates/times listed**. This applies to students in isolation or quarantine. In the event of a severe student illness or similar situation which will prevent you from submitting assignments on time, please contact your instructor immediately.

Many assignments will require you to upload a file to Canvas. You should verify that your submission is complete by downloading the file from Canvas after uploading. **If a file uploaded to Canvas cannot be accessed, read, or downloaded by the instructor/grader, or if the wrong file is uploaded, credit will not be given for that assignment**. This includes uploading blank files or files from a different assignment.

Be warned: though asynchronous, **this class is not self-paced**. You will have frequent due dates with a due date policy as strict as in-person sections. Assignments might not be available for more than a few hours, generally in the afternoon or evening hours of the US Eastern Time Zone. Online, asynchronous classes mean less opportunity for interaction with the professor and other students, so they require a high degree of personal motivation, organization, responsibility, and accountability. Quite often, these classes earn lower average grades in the course. You should be fully aware of the nature of this class modality at the outset of the semester. If you foresee any problems with engaging with this class due to its modality, such concerns should be brought to the instructor’s attention immediately.

## Learning Environment:

Students have the responsibility of mastering the objectives and the individual skills of this course. Helpful resources to support learning include the course instructor, fellow students, the MATH 1010 website, class teaching assistants (if applicable), the library, online resources, the homework which corresponds to the testable skills, class activities, the textbook, the course Canvas site, and tutoring. Prior to each content day students

are expected to read the assigned material in the text and complete any assigned homework or other assignments from the previous content day and/or Edfinity.

A dedicated effort is needed to master the learning objectives of this course. Students are expected to take ownership of their learning by regularly attending and participating in class, reading the textbook, regularly studying and practicing the testable skills, and seeking help in a timely manner when necessary.

Students should expect to spend about 9 hours per week dedicated to this course, including class meetings, homework, studying, etc. Class moves quickly; it isn't possible to cover every kind of problem in class. Extra work sessions outside of class (more than just doing homework) are usually necessary for success.

Since we do not meet in a classroom together, the class environment is very different for online classes, but creating a strong class community is important for success. Students are strongly encouraged to create contact with fellow students for this purpose; informal student groups can consider working on activities together (via Zoom or in-person), holding study sessions, and discussing the course to help one another learn. The class environment is also improved when students exhibit a positive attitude, a willingness to work hard, and a sense of personal responsibility for their learning.

Students are responsible for checking the websites listed below and their official university email account on a regular basis for announcements and class materials.

If students have concerns about class, the course instructor should be contacted first.

#### Student Responsibilities:

- Be prepared for all classes
- Be respectful of others
- Develop and exhibit self-motivation, self-discipline, persistence in the face of difficulty, personal responsibility, and respect for authority
- Positively contribute to the class learning environment, including helping others
- Abide by the University Academic Integrity Policy
- Behave according to the University codes of conduct

#### Instructor Responsibilities:

- Be prepared for all classes
- Be respectful of others
- Evaluate all fairly and equally
- Facilitate meaningful learning activities
- Be available and willing to help students succeed
- Behave according to the University codes of conduct

## Tentative Topical Outline:

Date	Day	Text	Topic	Reading pp. (7 <sup>th</sup> Ed.)
8/25	Thursday		General Introduction	
8/30	Tuesday	1C	Sets and Venn Diagrams	25-35
9/1	Thursday	1D	Analyzing Arguments	40-50
9/6	Tuesday	2A	Working with Units: Understand, Solve, and Explain	71-84
9/8	Thursday	2B	Extending Unit Analysis	88-101
9/13	Tuesday	3A	Uses and Abuses of Percentages	122-135
9/15	Thursday	3B; 3C	Putting Numbers in Perspective; Dealing with Uncertainty	139-151; 155-163
9/20	Tuesday	1C – 3C	Test 1 Review	
<b>9/21</b>	<b>Wednesday</b>	<b>1C – 3C</b>	<b>Test 1 (5:30 - 7:00 PM)</b>	
9/22	Thursday		No Class: Giveback Day for Test 1	
9/27	Tuesday	3D	Index Numbers: The CPI and Beyond	166-174
9/29	Thursday	4B	The Power of Compounding	206-220
10/4	Tuesday	4C	Savings Plans and Investments	225-239
10/6	Thursday	4D	Loan Payments, Credit Cards, and Mortgages	244-257
10/11	Tuesday	4E	Income Taxes	262-270
10/13	Thursday	12A	Voting: Does the Majority Always Rule?	657-670
10/18	Tuesday	3D – 4E, 12A	Test 2 Review	
<b>10/19</b>	<b>Wednesday</b>	<b>3D – 4E, 12A</b>	<b>Test 2 (5:30 - 7:00 PM)</b>	
10/20	Thursday		No Class: Giveback Day for Test 2	
10/25	Tuesday	5A	Fundamentals of Statistics	294-304
10/27	Thursday	5C; 5E	Statistical Tables and Graphs; Correlation and Causality	319-328; 354-363
11/1	Tuesday	6A; 6B	Characterizing Data; Measures of Variation	373-382; 386-393
11/3	Thursday	6C	The Normal Distribution	397-405
11/8	Tuesday		No Class: Fall Break	
11/10	Thursday	7A	Fundamentals of Probability	426-437
11/15	Tuesday	7B	Combining Probabilities	441-450
11/17	Thursday	7C	The Law of Large Numbers	453-460
11/22	Tuesday		No Class: Giveback Day for Test 3	

11/24	Thursday		No Class: Thanksgiving Holiday	
11/29	Tuesday	5A – 7C	Test 3 Review	
<b>11/30</b>	<b>Wednesday</b>	<b>5A – 7C</b>	<b>Test 3 (5:30 - 7:00 PM)</b>	
12/1	Thursday	7E	Counting and Probability	474-482
12/6	Tuesday	3E	How Numbers Can Deceive: Polygraphs, Mammograms, and More	178-183
12/8	Thursday	All	Final Exam Review	
<b>12/14</b>	<b>Wednesday</b>	<b>All</b>	<b>Final Exam (7:00 - 9:30 PM)</b>	

## Assessment

### Major Assessment/Grading Activities:

#### **Edfinity and LA (Learning Activities):**

The Edfinity system will be used for students to learn, practice, and extend the concepts that are discussed in the lectures. They will be a mixture of computer-based, auto-graded questions and written work that is graded manually. A commitment to excellence on these assignments is crucial to success in meeting the course's learning objectives and gaining skills in this course. When accessing Edfinity, please use the most recent version of either the Chrome or Firefox browsers. All Edfinity assignments are due at 11:59pm on the day after it is covered in class, unless otherwise specified. There will be no make-up LA, but in certain cases an approved, excused absence **may** allow for extension or exemption from a missed assignment.

Other assignments, including lecture quizzes, discussion boards, submission of notes, and similar activities will also be assigned with similar frequency.

#### **Tests and the Final Exam:**

Tests/exams are an opportunity for students to demonstrate their learning of an entire unit of material (generally 3-5 weeks' worth of content). The Wednesday evening time slot on this course's schedule is to block out times for the three common (course-wide) exams and, at the discretion of your instructor, a practice exam. The material to be covered on each exam is specifically outlined in the "Testable Skills" document, located on the coordinated course website.

Exams are scheduled for **5:30—7:00 pm** on the following dates:

**Test 1: September 21;      Test 2: October 19;      Test 3: November 30.**

**Absence from an exam will result in a grade of zero.** In general, make-up tests are not given; however, a University-sanctioned absence **may** qualify as an excused absence, and a make-up test **may** be possible in this case; otherwise, the Final Exam will be used to replace the score of the missed exam as outlined in the “Grading Method” below. If a student will be unable to attend a test for a University-sanctioned absence, a request to take the test at a later time must be made no later than 24 hours **prior** to the scheduled test. Students will have one week from the date exams are handed back to request correction of clerical errors or for grading reconsideration (if allowed by the instructor). After that time, the grade will be final. Any such requests must be given in writing.

The Final Exam is comprehensive and is required for all students. No rescheduling of the final exam will be permitted to accommodate travel arrangements.

**The Final Exam will be given from 7:00—9:30pm on Wednesday, December 14.**

**All exams will be conducted online** as Canvas assignments. Students must use Respondus Monitor with LockDown Browser, with a webcam on the relevant area for the duration of each exam. Before beginning the exam, students must hold up their blank paper to the webcam. The webcam should be placed at a location at which the entire work area can be seen, including the student’s face and hands, at all times. For the free response portion, students must write their work and answers on paper which the student provides. Before logging off of Respondus Monitor, students must hold up the sheets with the written work to the webcam so it can be read on the video. Then, log off of Respondus Monitor, scan all pages, and upload them together as a single pdf (via an app such as Adobe Scan, CamScanner, or Notes – NOT simply a phone picture) to the corresponding Canvas assignment. This portion must be uploaded within 15 minutes of finishing the exam.

These policies are in place to ensure fairness for all students, to maintain the integrity of the exam, and by extension to maintain the high value of a Clemson degree. **Failure to follow any of the above guidelines may result in a grade deduction, or in the exam not being accepted and the student being granted a score of zero for the entire exam.**

**Note that exams are conducted synchronously (i.e. everyone at the same time).**

If you believe that you will have a barrier to remote testing (for example, poor internet connection), please contact your instructor regarding alternate arrangements.

## Grading System:

A student's course average will be computed using the most favorable of the two methods outlined below.

Method 1		Method 2	
3 unit exams, 20% each	60%	Best 2 of 3 exams, 20% each	40%
Daily grade: Edfinity, quizzes, etc.	20%	Daily grade: Edfinity, quizzes, etc.	20%
Final Exam	20%	Final Exam	40%
<b>Total</b>	<b>100%</b>	<b>Total</b>	<b>100%</b>

The letter grade will be assigned using the course average in the scheme below.

Letter	Course Average Percentage
<b>A</b>	90% or above
<b>B</b>	80% to <90%
<b>C</b>	70% to <80%
<b>D</b>	60% to <70%
<b>F</b>	<60%

### Midterm grade computation:

A student's midterm grade will be calculated as follows:

$$.8(\text{Test 1}) + .20(\text{Current daily grade})$$

The midterm grade should be considered only an estimate of your grade standing at that time. Be aware that your grade could change dramatically by the end of the semester.

## Grading Policies:

- **Late work policy:** At the instructor's discretion, late work might not be accepted, or accepted with a penalty. **In most cases, late work is not accepted, and the late assignment will be given a score of 0.** This policy applies to assignments which were completed on time but not properly submitted on time or which were submitted after the due time.

- **Regrade request policy for written work:** you may resubmit your assessment with a list of one or more problem(s) (only free response portion for exams) that you would like regraded, with a written explanation regarding the reasons why you think the grade should be reconsidered. Requests must be in line with the answer key/rubric provided. This request is due at most one week from the day the assignment was graded. Be aware that in submitting a regrade request, your grade for the listed question(s) may be lowered if the instructor deems a lower grade to be more appropriate.
- **Rounding policy:** course grades will be rounded to the nearest integer. For example, a score of 89.50 will round to 90, but a score of 89.49 will round to 89.
- In usual circumstances, you can expect graded work to be returned within about one workweek from its submission.
- Note on grade calculations: Totals or averages listed on Canvas are computed automatically based on point values for assignments; these point values may not necessarily align with the weighting of grades as given above. Therefore, average grades on Canvas will likely only be approximate (and sometimes could be significantly different than the actual average) and **you should not assume they accurately represent your grade at any particular time.**

## Course Feedback:

Students will receive feedback in this course through assignment grades/comments (summative feedback) and through informal interactions/discussions during office hours and emails (formative feedback).

## Absences:

Absence from class is detrimental to the learning process, so course instructors are empowered to use reasonable academic penalties which reflect the importance of work missed because of unexcused absences.

Being an online, asynchronous class, your attendance will be measured by your completion of assignments. No in-person attendance is required.

**Students who have not participated in class activities after the last day to add a class may be removed from the class roll by the instructor. Students who have more than 6 absences at any point in the semester are subject to being dropped from the course by the instructor.**

**Assignments which are missed due to unexcused absences are subject to being given a score of 0 at the instructor's discretion.** You must provide your instructor with proper documentation for university sanctioned absences, late arrivals, or early dismissals. Absences for other reasons will be considered unexcused unless separate arrangements

have been approved by the instructor. You should speak with your instructor regarding any scheduled absence as soon as possible and develop a plan for any make-up work, if applicable. In the event of an emergency, you should make direct contact with the course instructor, preferably before a class or an exam takes place. It is your responsibility to secure documentation of emergencies. While course instructors should seek to make reasonable accommodation for a student involved in university-sponsored activities, you should understand that not every course can accommodate every absence and that **absences, even excused ones, do not lessen the need to meet all course objectives.**

## Notification of Absence:

The **Notification of Absence module in Canvas** allows students to quickly notify instructors (via an email) of an absence from class and provides for the following categories: court attendance, death of immediate family member, illness, illness of family member, injury, military duty, religious observance, scheduled surgery, university function, unscheduled hospitalization, other anticipated absence, or other unanticipated absence.

The notification form requires a brief explanation, dates and times. Based on the dates and times indicated, instructors are automatically selected, but students may decide which instructors will receive the notification. This does not serve as an “excuse” from class. It is a request for an excused absence and students are encouraged to discuss the absence with instructors, as the instructor is the only person who can excuse an absence. If students are unable to report the absence by computer, they may reach the Office of Advocacy and Success. Students with excessive absences who need academic or medical assistance can also contact the Office of Advocacy and Success.

*Inclement weather or emergency:* Any exam that was scheduled at the time of a class cancellation due to inclement weather, university power outage, etc., will be given at the next class meeting unless contacted otherwise by the instructor. Any assignments due at the time of an unforeseen class cancellation will be due at the next class meeting unless contacted otherwise by the instructor. Any extension or postponement of assignments or exams must be granted by the instructor via email or Canvas within 24 hours of the unforeseen cancellation.

Instructor office hours scheduled on the day of a class cancellation are also cancelled unless you are contacted otherwise by the instructor. See **Academic Continuity Plan** for more information.

## Course Websites:

- **Coordinated course website:**

[https://mthsc.clemson.edu/ug\\_course\\_pages/MATH1010](https://mthsc.clemson.edu/ug_course_pages/MATH1010)

This is the URL for the general MATH 1010 course website which includes this syllabus, a daily schedule including instructional objectives, testable skills for the course, keys to exams (to be posted), announcements, and other useful information.

- **Canvas:**

<http://www.clemson.edu/canvas/>

Course information will be shared using Canvas. **Students are responsible for checking this website and their university email account (userid@clemson.edu) on a regular basis for announcements and class materials.**

Because privacy regulations stipulate that faculty and staff communicate with students through authorized University channels, students must use their University email account or Canvas's messaging system to contact instructors.

## Course Regulations:

<https://www.clemson.edu/registrar/academic-catalogs/>

It is recommended that students read the information concerning Undergraduate Course Regulations, Academic Integrity, Class Attendance, Midterm Grades, Final Exams, and Posting of Grades found in the Undergraduate Announcements.



## ACADEMIC INTEGRITY

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

All infractions of academic dishonesty by undergraduates must be reported to Undergraduate Studies for resolution through that office. In cases of plagiarism instructors may use the Plagiarism Resolution Form.

See the [Undergraduate Academic Integrity Policy](#) website for additional information and [the current catalogue](#) for the policy. For graduate students, see the current [Graduate School Handbook](#) for all policies and procedures.

Students may not obtain unauthorized aid on any examination. Students may get and give help with homework, but **no student may submit another student's work or any**

**work that is not their own**, (for example, work copied from an internet resource). A student providing to someone else access to their own Canvas or Edfinity account or other class activities/assignments could be considered academic dishonesty. Submitting work which has been submitted for credit in a previous course is considered a violation of the academic integrity policy. Reference to or submission of work done outside of the current semester or for a different course is considered a violation of the academic integrity policy because doing so would give some students an improper advantage. The class is designed so that all questions are answerable using only the materials provided in this semester. Use of any external source beyond those provided to you for this class in this semester, including referencing your own work from past courses, is considered a violation of the academic integrity policy. You are in this class to learn the material. Writing down or using answers written by someone else is not learning. Don't hurt your own long-term potential by thinking that someone else can do the learning for you.

Instructors reserve the right to require an oral exam of any students for any problem at any time without prior notice. Failure of the oral exam can retroactively result in failure of the written assignment.

The **penalties for academic integrity violations can be severe**, up to and including failure of the course, and any student who either admits a violation or is found to be "in violation" by a hearing board will be subject to penalties as outlined in the Undergraduate Academic Integrity Policy.

## Accessibility

Clemson University values the diversity of our student body as a strength and a critical component of our dynamic community. Students with disabilities or temporary injuries/conditions may require accommodations due to barriers in the structure of facilities, course design, technology used for curricular purposes, or other campus resources. Students who experience a barrier to full access to this class should let the instructor know and make an appointment to meet with a staff member in Student Accessibility Services as soon as possible. You can make an appointment by calling 864-656-6848, by emailing [studentaccess@lists.clemson.edu](mailto:studentaccess@lists.clemson.edu), or by visiting Suite 239 in the Academic Success Center building. Appointments are strongly encouraged – drop-ins will be seen, if at all possible, but there could be a significant wait due to scheduled appointments. Students who have accommodations are strongly encouraged to request, obtain and send these to their instructors [through the AIM portal](#) as early in the semester as possible so that accommodations can be made in a timely manner. It is the student's responsibility to follow this process each semester.

You can access further information at the [Student Accessibility website](#). Other information is at the university's [Accessibility Portal](#).

## The Clemson University Title IX Statement Regarding Non-Discrimination



### COMMITMENT TO DIVERSITY

The Clemson University Title IX statement: Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. This [Title IX policy](#) is located on the Campus Life website. Ms. Alesia Smith is the Clemson University Title IX Coordinator, and the Executive Director of Equity Compliance. Her office is located at 223 Brackett Hall, 864-656-0620. Remember, email is not a fully secured method of communication and should not be used to discuss Title IX issues.

*Clemson University aspires to create a diverse community that welcomes people of different races, cultures, ages, genders, sexual orientation, religions, socioeconomic levels, political perspectives, abilities, opinions, values and experiences.*



### Emergency Preparedness Statement

Emergency procedures have been posted in all buildings and on all elevators. Students should be reminded to review these procedures for their own safety. All students and employees should be familiar with guidelines from the Clemson University Police Department. [Visit here for information about safety.](#)

Clemson University is committed to providing a safe campus environment for students, faculty, staff, and visitors. As members of the community, we encourage you to take the following actions to be better prepared in case of an emergency:

1. Ensure you are signed up for [emergency alerts](#)
2. Download the [Rave Guardian app](#) to your phone (<https://www.clemson.edu/cusafety/cupd/rave-guardian/>)
3. Learn what you can do to [prepare yourself](#) in the event of an active threat (<http://www.clemson.edu/cusafety/EmergencyManagement/>)

# Student Support



## ACADEMIC SUCCESS CENTER

The [Academic Success Center](#) (ASC) offers a variety of free learning and success services for all undergraduate students that are designed to equip students with strategies and resources they can use to become a more confident, independent and skillful learner.

### LEARNING SUPPORT SERVICES

- [Peer Tutoring](#) – students can expect a 1:1 meeting with a trained undergraduate peer leader (who made an A or B in the course and was recommended by a faculty member) during which the student can share specific questions they have about course content with the tutor focused on helping the student, through questioning techniques and identification of helpful learning strategies, master course concepts. Tutors do not help with homework or other class assignments. (Linked to a course)
- [Peer-Assisted Learning \(PAL\)](#) – students can expect collaborative and active group learning and study sessions focused on mastery of course content and learning strategies that is facilitated by a trained undergraduate peer leader (who made an A or B in the course and was recommended by a faculty member). PAL leaders do not help with homework or other class assignments. (Linked to a course)
- [Academic Coaching](#) – students can expect a 1:1 meeting with a trained professional academic coach during which the coach helps students see themselves, their skills, and their study habits from a fresh perspective through one-on-one sessions focused on learning and personal success strategies.
- [Success Strategy Workshops](#) – students can expect 30 - 45-minute workshops on college success skills, time management and organizational skills, test-taking strategies, study strategies, finals preparation, life skills, and academic resources.

### CAMPUS LOCATION

The Class of 1956 Academic Success Center building is in the center of campus adjacent to Cooper Library and the Watt Family Innovation Center.

### INCLUSION STATEMENT

The Academic Success Center exists to inspire success in every student who participates in our programs and services. Celebrating and honoring the diversity of our students, faculty, and staff is at the core of inspiring success and a sense of belonging. The diversity of our Clemson community comes in many forms, but inclusion comes in only one form – when each member of our community experiences a real sense of belonging. We, the ASC staff, are committed to

creating a welcoming and inclusive experience at the Center. We affirm that our goal of creating and delivering welcoming, inclusive, and equitable student learning experiences at the Center requires our active and ongoing commitment to listening and learning through engagement in professional development opportunities and confronting and dismantling inequalities. We acknowledge that this will be an ongoing work in progress and pledge to strive for continuous improvement.

## ACADEMIC ADVISING

[Academic advising](#) is an ongoing educational process that connects the student to the University. Academic advising supports the University's mission of preparing the student for learning beyond the confines of the academy. Academic advisors represent and interpret University policies and procedures to the student and help the student navigate the academic and organizational paths of the institution.

## COOPER LIBRARY

Do you need library sources but don't know where to start? Are you asking your students to search for a book, article, or data to support their argument? Not sure whether they know how to cite a source properly in their bibliography? Tell them to ask a librarian! Help is available in person at each of our locations: Cooper Library, Gunnin Architecture Library, and the Education Media Center. You can also chat with a librarian live from our website, by phone at 864.656.1557, or text 864.762.4884.

Extended research assistance with librarians who specialize in subject areas is also available by appointment. A list of librarians and their areas of expertise are listed on the [subject librarians page](#). Check the Library's [Ask Us](#) page for details. For assistance with digital projects, the Adobe Digital Studio is located on the 5th floor and is staffed to support the needs of you and your students. You can [download Adobe Creative Cloud](#) for free. The [Scholar's Lab](#) is a new space that provides support for data visualization, data analysis, and digital research methods. Check out the Library's [web page](#) for upcoming workshops and other events.

## Cooper Library and Technical Support

If you are having hardware or software problems, CCIT's Service Desk may be able to help you. Contact them by emailing [ITHELP@clermson.edu](mailto:ITHELP@clermson.edu), calling or texting (864) 656-3494, or starting a live chat at [ccit.clemson.edu](http://ccit.clemson.edu). The help desk is located in Cooper Library.



## MICHELIN CAREER CENTER

[The Michelin® Career Center](#), in the Center for Career and Professional Development, assists undergraduate and graduate students in selecting appropriate fields of study, learning effective job searching strategies, and making connections with employers. Career counselors are available to meet with students to explore career or educational options, develop résumés and cover letters, hone interviewing techniques, conduct searches for internships and full-time jobs, and ready themselves for interviewing with employers. In addition, students may utilize ClemsonJobLink, the Career Center's on-line recruiting system, to view part-time jobs, internships, and full-time job postings and to sign up for on-campus interviews. The Center's goal is to endow students with the skills and tools to find part-time jobs and internships while in school, as well as full-time jobs following graduation. Other information can be obtained from the [Career Center's website](#) or by calling 864-656-6000.

## THE CENTER'S INTERNSHIP PROGRAM

This program brings together students and employers to facilitate academically enriching and mutually beneficial work experiences. This program offers on-campus, off-campus and international internship options. Students may participate in either part-time or full-time internships.

## UPIC: University Professional Internship and Co-op

The University Professional Internship and Co-op (UPIC) Program offers students on-campus professional learning experiences. Students have the opportunity to work with Clemson faculty and staff on Clemson's main campus, as well as other sites across the state, while receiving an academic internship notation on their transcripts. Enrollment in the appropriate INT course and payment of the corresponding fee is a requirement of the program (e.g. INT 1510). In order to

be eligible for the program, a student must have completed at least one full semester at Clemson University and be an enrolled and matriculating undergraduate student in good standing. Available internships are typically listed in ClemsonJobLink halfway through the semester prior to the experience. Additional information is available at <http://career.clemson.edu> or by calling the program office at 864-656-0282.

## COOPERATIVE EDUCATION

The Cooperative Education Program (or Co-op Program) is a rigorous engaged-learning program designed to provide students with the opportunity to learn under a mentor in their field of study. Companies partner with the program to host the co-op student for two, three or more rotations and this in-depth learning experience becomes an integral part of the student's education. The co-op student's experience is monitored and evaluated by the faculty and academic staff of the Co-op Program. Co-op students are paid by the host company. Students enroll in the program and begin the matching process at the beginning of the semester. For more information, contact the program office at 864-656-3150 and speak with a co-op advisor.



## REGISTRAR

[The Registrar's office](#) provides information about important deadlines, degree and program requirements, and other key information, including use of iROAR to add, drop, or withdraw from courses.

## STUDENT HEALTH AND WELLNESS RESOURCES

[Student Health Services](#), locally known as "Redfern" Health, strengthens Clemson University by providing quality medical and mental health care and the health, safety and well-being of the campus community. Student Health Services strives to be an innovative health care system providing integrated quality services that are responsive to the needs of the University community.

For information on who to contact for help in a crisis situation, visit [the Student Health contact page](#) and the [emergency/crisis page](#) for getting help.



## CAPS: COUNSELING AND PSYCHOLOGICAL SERVICES

[At Counseling and Psychological Services\(CAPS\)](#), you are encouraged to be an active participant in your medical and mental health care. Which service is the right one for you hinges on your individual need, and CAPS will help you figure that out.

CAPS is committed to educating students, as well as offering outreach services to faculty and staff members in order to improve the quality of their interactions with students and to promote a healthy work environment.



## WRITING LAB

Clemson University's Writing Lab offers free one-on-one writing support for undergraduate and graduate students. Available appointments include in-person and virtual options. Students can seek support at any stage of the writing process, from brainstorming to final revisions.

Arrangements can be made for group appointments. Visit the [Writing Lab's website](#) for more information about their services or to make an appointment. Please note that the Writing Lab is now located on Cooper Library's third floor.



## THE PAW PANTRY

The Paw Pantry is an on-campus food pantry and resource center available to Clemson University students free of charge, no questions asked. Non-perishable foods, school supplies, hygienic supplies, and household items are available. Paw Pantry is currently located at Surrine Hall, Room 233. The hours of operation can be found [here](#). If interested in utilizing the pantry, donating, or volunteering please visit our [website](#), email [pawpantry@clemson.edu](mailto:pawpantry@clemson.edu) or follow on Instagram [@cupawpantry](#). Contact person is [Kate Radford](#) at 864-656-2535.

## Clemson Policies



### ACADEMIC CONTINUITY

Clemson has developed an Academic Continuity Plan for academic operations. Should university administration officially determine that the physical classroom facility is not available to conduct classes, class will be conducted in a virtual (online) form. The university issues official disruption notifications through email, website, text notification and Social Media. When notified, use one of the following links to navigate to Clemson Canvas where you will find important information about how we will conduct class:

- Primary access link: <http://www.clemson.edu/canvas>
- Secondary access link, if needed: <https://clemson.instructure.com/>
- You can also use the Canvas Student App. [Visit the downloads page](#) for this app.

Course activities will occur through the Canvas course.

### ACADEMIC GRIEVANCES

Undergraduate students are advised to contact the Ombuds' Office prior to filing an academic grievance. If the undergraduate academic ombudsman agrees that a grievable issue has occurred, students can contact Undergraduate Studies (656-3022) for assistance filing official paperwork within 30 days of the semester following the awarding of a disputed grade.

Graduate students follow the [Graduate Student Handbook](#) (per the catalogue, "grievances must be filed with the Graduate School within 60 days of the alleged act.")

### © COPYRIGHT

Original works of authorship including but not limited to books, novels, poetry, articles, works of art, photos, images, videos, movies, music, architectural designs etc. are protected under copyright law. When copyright protected materials or portions of such materials are made available to you by an instructor, they are intended to be used for educational purposes, they are intended for use only by students enrolled in a particular course and only for instructional activities associated with the course. They should not be retained in another medium or

disseminated further for non-course related purposes unless you have permission to do so by the copyright owner.

## ONLINE CONDUCT

Appropriate online academic conduct means maintaining a safe learning environment based on mutual respect and civility. All participants in Clemson courses are expected to behave professionally by adhering to standards of conduct, such as:

- Never transmit or promote content known to be illegal or protected by copyright.
- Never use harassing, threatening, embarrassing, or abusive language or actions.
- Respect other people's privacy as well as your own.

Online interactions that fail to meet standards of conduct may result in being blocked from online discussions, receiving a grade penalty, or being dismissed from the course. Such misconduct in the online environment may also be reported to officials for appropriate action in accordance with University policy. If you ever encounter inappropriate content in your course, please contact [Matthew Briggs](#) and the instructor with your concerns.

## RESEARCH

Please consult the [Clemson research policies](#). If a course includes the use of animals, [IUCAC regulations](#) must be followed. If a course involves any human subjects research, this research will comply with [campus IRB regulations](#). This includes research of the course itself, which, while it may fall under one of the exempt categories, needs IRB review.

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### **Checklist of things to do immediately:**

1. Register with Edfinity using the “Edfinity Intro Assignment” on Canvas.
  2. Read the files and complete the assignments provided in the “Introductory Material” module on Canvas. This includes the Study Plan and its associated files.
  3. Read Section 1C and watch the 1C lecture video. Prepare for a lecture quiz.
-

## AND FINALLY:

For a successful semester in this (or any) course, it is essential to regularly participate in class and to address any questions as soon as they arise. Resolve problems in a timely manner, and always stay current with all materials.

Do not underestimate the value of this course or the effort that will be required to achieve the highest quality of learning and the grade that comes along with it. Post-college outcomes (e.g. a gratifying professional career) will be more successful if you **gain skills** while in college, and that will only happen if you are challenged during college. Therefore, expect to work hard to succeed in this class. You will get out of this course what you put into it. Your education will be far higher quality when you take ownership of it. Course instructors want their students to succeed, and that success depends on significant commitment from the student.

Best wishes for a successful semester!

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### Course Coordinator:

Dr. Chad Mangum

Martin O-303

[crmangu@clemson.edu](mailto:crmangu@clemson.edu)

864-656-1524

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*Comments to: [crmangu@clemson.edu](mailto:crmangu@clemson.edu)  
Last Updated: August 16, 2022*