



FLORIDA GATEWAY COLLEGE

MGF 1130-0I1 – Mathematical Thinking Spring 2026 - A16 Online

Instructor Information

Name: Mrs. Maggie Murdoch, Assistant Professor of Mathematics

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Office: STEM Building Room 125

Office Hours: To be determined

Office Phone: 386-754-4357

Other Available Hours: Email or Canvas Inbox to meet at other times

Course Information

Credits: 3

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisites: MAT 1033 or MGF 1100 with a grade of C or higher, or score out on appropriate placement test.

Course Description

In this course, students will utilize multiple means of problem solving through student-centered mathematical exploration. The course is designed to teach students to think more effectively and increase their problem-solving ability through practical application and divergent thinking. This course is appropriate for students in a wide range of disciplines/programs.

Required Text

Mathematical Thinking, Custom Edition, 1st ed. (Pearson, 2023). Online access code with e-text.

IMPORTANT: MyLab has a free trial option that will allow you to immediately start working on your homework even if you do not have funds to purchase access. Please use this trial while you wait for financial aid or other funds to come in.

Calculators

Students are required to use SCIENTIFIC calculators. CAS and non-CAS graphing calculators, similar to the TI-83 & 84, are not allowed to be used. *Students are not permitted to borrow calculators or to use cell phones or any other electronic devices as calculators during exams.* Work must be shown on all tests. Use of unauthorized electronics on any assessment will result in a grade of zero.

Course Objectives and Preparation for Future Courses

We hope all students will gain understanding and proficiency in the algebra of basic mathematical systems and develop an appreciation for the application of mathematics in a myriad of fields. In addition, we hope all students will develop habits necessary for success in mathematics - regular class attendance and keeping up with the course by keeping up with the homework. In MGF 1130 we attempt to help students to develop these habits by requiring outside-of-class work and by recording class attendance.

Gordon Rule

6A-10.30(2)(b), FAC, commonly known as the "Gordon Rule" states that each college shall require a minimum of six semester hours of mathematics as part of the graduation requirements for the A.A. Degree. Students who take six hours of math at the level of MAC 1105, COLLEGE ALGEBRA, MGF 1130, MATHEMATICAL THINKING, or MGF 1131, MATHEMATICS IN CONTEXT, or higher, WITH A FINAL GRADE NO LOWER THAN A "C", will be considered to have fulfilled the mathematics requirement.

General Learning Outcomes

- **Critical Thinking:** Students will logically evaluate, analyze, and synthesize information.
- **Quantitative Reasoning:** Students will apply mathematical concepts and reasoning to draw valid conclusions.

Course Learning Outcomes

Successful completion of this course will include meeting the following course-specific learning requirements:

Course-Specific Learning Outcome	Method of Assessment
• Students will determine efficient means of solving a problem through investigation of multiple mathematical models	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.
• Students will apply logic in contextual situations to formulate and determine the validity of logical statements using a variety of methods	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.
• Students will apply mathematical concepts visually and contextually to represent, interpret, and reason about geometric figures	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.
• Students will recognize the characteristics of numbers and utilize numbers along with their operations appropriately in context	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.
• Students will analyze and interpret representations of data to draw reasonable conclusions.	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.

Critical Dates – Spring 2026

Date	Event
Wednesday, December 10	Spring H Term start
Wednesday – Friday, December 10-12	Add/Drop period for Spring H
Monday, December 29	Deadline for student-initiated withdrawals – H
Tuesday, January 6	Course End Date – H
Monday, January 12	Spring A16 and A8 classes start
Monday – Wednesday, January 12-14	Add/Drop period for Spring A8

Date	Event
Monday – Friday, January 12-16	Add/Drop period for Spring A16
Monday, January 19	Martin Luther King, Jr. Day – No Classes
Monday, February 9	Spring B12 classes start
Monday – Wednesday, February 9-11	Add/Drop period for Spring B12
Monday, February 16	President’s Day – No Classes
Friday, February 20	Deadline for student-initiated withdrawals – A8
Monday, February 23	Spring B10 classes start
Monday – Thursday, February 23-25	Add/Drop period for Spring B10
Friday, March 6	Course End Date – A8
Monday, March 9	Spring B8 classes start
Monday – Wednesday, March 9-11	Add/Drop period for Spring B8
Friday – Friday, March 20-27	Spring Break
Friday, April 10	Deadline for student-initiated withdrawals – A16
Friday, April 17	Deadline for student-initiated withdrawals – B12
Monday, April 20	Deadline for student-initiated withdrawals – B10
Friday, April 24	Deadline for student-initiated withdrawals – B8
Thursday, May 7	Course End Date – A16, B12, B10, B8

Course Outline

Problem Solving and Mathematical Modeling (PS/MM)

- 1.1 - Understand, Solve and Explain
- 1.2 - Extending Unit Analysis
- 1.3 - Problem-Solving Hints
- 2.1 - Functions: The Building Blocks of Mathematical Models
- 2.2 - Linear Modeling
- 2.3 - Exponential Modeling

Number Theory and the Metric System (NT)

- 5.1 – Number Theory: Prime and Composite Numbers
- 5.2 – The Integers; Order of Operations
- 5.3 – The Rational Numbers
- 5.4 – The Irrational Numbers
- 5.5 – Real Numbers and Their Properties; Clock Addition
- 5.6 – Arithmetic and Geometric Sequences
- A.1 – Measuring Length; The Metric System
- A.2 – Measuring Area and Volume
- A.3 – Measuring Weight and Temperature

Representations of Data (Stats)

- 10.1 – Fundamental of Statistics
- 10.2 – Should you Believe a Statistical Study?
- 10.3 – Statistical Tables and Graphs
- 10.4 – Graphics in the Media
- 10.5 – Correlation and Causality
- 10.6 – Characterizing Data

Geometry

- 6.1 – Fundamentals of Geometry
- 6.2 – Problem Solving with Geometry
- C.1 – Triangles
- C.2 – Area and Circumference
- C.3 – Volume and Surface Area
- 6.4 – Proportion and the Golden Ratio
- 6.5 – Mathematics and Music

Logic

- 4.1 – Living in the Media Age
- 4.2 – Propositions and Truth Values
- B.1 – Truth Tables for the Conditional and Biconditional
- 4.3 – Sets and Venn Diagrams
- 4.4 – Analyzing Arguments
- 4.5 – Critical Thinking in Everyday Life

Final Class Project

Schedule of Class Events – Subject to Change

Units	Assignments - Complete the assignments in the order that they are listed	Target Due Dates MGF 1130
Start Here Activities	Course Syllabus Course and Instructor Introductions Course Materials - MML and Honorlock START HERE Assignments must be completed first. Each is worth 5 points. All the start here assignments will be available and graded until Sunday, January 18th Note - you must complete the <u>Testing & Honorlock Policy Agreement</u> and the <u>Honorlock Trial</u> . The quizzes will not be available to you until these are complete.	Enroll in MML DUE 1/12 Course Syllabus Agreement Due 1/12 Testing & Honorlock Policy Agreement Due 1/13 Honorlock Trial DUE 1/14 Discussion - Introduction Due 1/16

Unit 1 Number Theory and The Metric System	1. Download Section 5.1 Notes - Number Theory: Prime and Composite 2. Watch Section 5.1 Lecture Video 3. Complete MML Section 5.1 Assignment	Wed	1/14
	4. Download Section 5.2 Notes - The Integers: Order of Operations 5. Watch Section 5.2 Lecture Video 6. Complete MML Section 5.2 Assignment	Thurs	1/15
	7. Download Section 5.3 Notes - The Rational Numbers 8. Watch Section 5.3 Lecture Video 9. Complete MML Section 5.3 Assignment	Sun	1/18
	10. Download Section 5.4 Notes - The Irrational Numbers 11. Watch Section 5.4 Lecture Video 12. Complete MML Section 5.4 Assignment	Tues	1/20
	13. Download Section 5.5 Notes - Real Numbers & Properties; Clock Addition 14. Watch Section 5.5 Lecture Video 15. Complete MML Section 5.5 Assignment	Thurs	1/22
	16. Download Section 5.6 Notes - Arithmetic & Geometric Sequences 17. Watch Section 5.6 Lecture Video 18. Complete MML Section 5.6 Assignment	Sun	1/25
	19. Download Section A.1 Notes - Measuring Length: The Metric System 20. Watch Section A.1 Lecture Video 21. Complete MML Section A.1 Assignment	Tues	1/27
	19. Download Section A.2 Notes - Measuring Area and Volume 20. Watch Section A.2 Lecture Video 21. Complete MML Section A.2 Assignment.	Thurs	1/29
	22. Download Section A.3 Notes - Measuring Weight and Temperature 23. Watch Section A.3 Lecture Video 24. Complete MML Section A.3 Assignment	Sun	2/1
	19. Unit 1 Practice Quiz	Tues	2/3
	21. Unit 1 Quiz	Thurs	2/5
	Project #1	Sun	2/8
All Homework sections in MML and the Quiz for Unit 1 close for good on Tuesday, February 10th. Use the target due dates to stay on track and plan to have the work completed before it closes. There will be NO extensions			
	1. Download Section 1.1 Notes - Understand, Solve and Explain 2. Watch Section 1.1 Lecture Video	Wed	2/11

Unit 2 Problem Solving and Mathematical Modeling	3. Complete MML Section 1.1 Assignment		
	4. Download Section 1.2 Notes - Extending Unit Analysis 5. Watch Section 1.2 Lecture Video 6. Complete MML Section 1.2 Assignment	Thurs	2/12
	7. Download Section 1.3 Notes - Problem Solving Hints 8. Watch Section 1.3 Lecture Video 9. Complete MML Section 1.3 Assignment	Sun	2/15
	10. Download Section 2.1 Notes - Functions: The Building Blocks 11. Watch Section 2.1 Lecture Video 12. Complete MML Section 2.1 Assignment	Tues	2/17
	13. Download Section 2.2 Notes - Linear Modeling 14. Watch Section 2.2 Lecture Video 15. Complete MML Section 2.2 Assignment	Thurs	2/19
	16. Download Section 2.3 Notes - Exponential Modeling 17. Watch Section 2.3 Lecture Video 18. Complete MML Section 2.3 Assignment	Sun	2/22
	19. Unit 2 Practice Midterm Test	Tues	2/24
	21. Unit 2 Midterm Exam	Thurs	2/26
All Homework sections in MML and the Quiz for Unit 1 close for good on Sunday, March 1st. Use the target due dates to stay on track and plan to have the work completed before it closes. There will be NO extensions			
Unit 3 Geometry	1. Download Section 6.1 Notes - Fundamentals of Geometry 2. Watch Section 6.1 Lecture Video 3. Complete MML Section 6.1 Assignment	Mon	3/2
	4. Download Section 6.2 Notes - Problem Solving with Geometry 5. Watch Section 6.2 Lecture Video 6. Complete MML Section 6.2 Assignment	Tues	3/3
	7. Download Section C.1 Notes - Triangles 8. Watch Section C.1 Lecture Video 9. Complete MML Section C.1 Assignment	Thurs	3/5
	10. Download Section C.2 Notes - Area and Circumference 11. Watch Section C.2 Lecture Video 12. Complete MML Section C.2 Assignment	Sun	3/8
	13. Download Section C.3 Notes - Volume & Surface Area 14. Watch Section C.3 Lecture Video 15. Complete MML Section C.3 Assignment	Tues	3/10
	16. Download Section 6.4 Notes - Proportion and the Golden Ratio 17. Watch Section 6.4 Lecture Video 18. Complete MML Section 6.4 Assignment	Wed	3/11

	19. Download Section 6.5 Notes - Mathematics and Music 20. Watch Section 6.5 Lecture Video 21. Complete MML Section 6.5 Assignment	Fri	3/13
	22. Unit 3 Practice Quiz	Sun	3/15
	23. Unit 3 Quiz	Mon	3/16
	Project #2	Wed	3/18
All Homework sections in MML and the Quiz for Unit 4 close for good on Sunday, March 29th. Use the target due dates to stay on track and plan to have the work completed before it closes. There will be NO extensions.			
Spring Break - March 20 - March 27			
Unit 4 Representations of Data	1. Download Section 10.1 Notes - Fundamentals of Statistics 2. Watch Section 10.1 Lecture Video 3. Complete MML Section 10.1 Assignment	Mon	3/30
	4. Download Section 10.2 Notes - Should you Believe a Statistical Study? 5. Watch Section 10.2 Lecture Video 6. Complete MML Section 10.2 Assignment	Tues	3/31
	7. Download Section 10.3 Notes - Statistical Tables & Graphs 8. Watch Section 10.3 Lecture Video 9. Complete MML Section 10.3 Assignment	Thurs	4/2
	10. Download Section 10.4 Notes - Graphics in the Media 11. Watch Section 10.4 Lecture Video 12. Complete MML Section 10.4 Assignment	Thurs	4/2
	13. Download Section 10.5 Notes - Correlation and Causality 14. Watch Section 10.5 Lecture Video 15. Complete MML Section 10.5 Assignment	Sun	4/5
	16. Download Section 10.6 Notes - Characterizing Data 17. Watch Section 10.6 Lecture Video 18. Complete MML Section 10.6 Assignment	Tues	4/7
	19. Unit 4 Practice Quiz	Wed	4/8
	21. Unit 4 Quiz	Fri	4/10
	Project #3 (Optional)	Sat	4/11
All Homework sections in MML and the Quiz for Unit 4 close for good on Sunday, April 12 Use the target due dates to stay on track and plan to have the work completed before it closes. There will be NO extensions.			

Unit 5: Logic	1. Download Section 4.1 Notes - Living in the Media Age 2. Watch Section 4.1 Lecture Video 3. Complete MML Section 4.1 Assignment	Mon	4/13
	4. Download Section 4.2 Notes - Propositions and Truth Tables 5. Watch Section 4.2 Lecture Video 6. Complete MML Section 4.2 Assignment	Tues	4/14
	7. Download Section B.1 Notes - Truth Tables for Conditional & Biconditional 8. Watch Section B.1 Lecture Video 9. Complete MML Section B.1 Assignment	Thurs	4/16
	10. Download Section 4.3 Notes - Sets and Venn Diagrams 11. Watch Section 4.3 Lecture Video 12. Complete MML Section 4.3 Assignment	Sun	4/19
	13. Download Section 4.4 Notes - Analyzing Arguments 14. Watch Section 4.4 Lecture Video 15. Complete MML Section 4.4 Assignment	Tues	4/21
	16. Download Section 4.5 Notes - Critical Thinking in Everyday Life 17. Watch Section 4.5 Lecture Video 18. Complete MML Section 4.5 Assignment	Thurs	4/23
	19. Unit 5 Review	Sun	4/26
	20. Unit 5 Quiz	Mon	4/27
All Homework sections in MML and the Quiz for Unit 5 close for good on Thursday, April 30th. Use the target due dates to stay on track and plan to have the work completed before it closes.			
Final Project - Due Wednesday, April 29			

Student Expectations

Attendance

Attendance is mandatory. For an online class, your attendance is determined by your activity on both Canvas and MyMathLab. Each week students must respond by Wednesday to the weekly announcement that is posted on Sunday for their attendance grade (5 points if response is on time, 3 points if it is late). Set yourself up for success by setting aside specific times to dedicate to this course using the course calendar as a guide.

Courtesy and Student Conduct Code

Students should not arrive late to class without an explanation afterward or leave early from class without advance permission. Self-restraint, courtesy and consideration for fellow students and the lecturer are imperative. In particular, please turn off cell phones. See *The Student Code of Conduct* in the Student Handbook.

Testing Procedure

Assessments will be given as indicated on the course outline. Other graded assignments and quizzes may be given as deemed necessary by the instructor. **All assessments will be given as written or online, proctored exams**

For online classes testing requires the use of Honorlock. The following guidelines (and those posted in the Testing & Honorlock must be adhered to. Violations will result in the assessment being invalid with a grade of 0). In order to be prepared to use Honorlock for your quizzes and midterm, you must complete the two Start Here assignments: "Testing & Honorlock Policy Agreement" and the "Honorlock Trial". You must complete these to satisfaction as stated in the Canvas Assignments in order to complete your quizzes and exams through Honorlock.

Honorlock Testing Procedures for Online Courses

For online sections, all assessments will be administered remotely using our online homework platform MyLab and proctored via the online proctoring system Honorlock. To use Honorlock, you **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection. *Smartphones and tablets are not currently supported by Honorlock.*

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension at www.honorlock.com/extension/install. When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, phone (844-243-2500), and/or email (support@honorlock.com).

Closely follow the directions and rules as outlined regarding room scans and testing in the appropriate environment.

ROOM SCAN

You must conduct a thorough room scan of your testing environment to earn credit on the test. You should complete a 360-degree rotation to show the area behind you, to your sides, below you, and in front of you. **You must also show your desktop and workspace.** You should only have your approved scientific calculator, pencil, and work shown print out to do your work. Please show the camera both sides of each page of paper you have to ensure it does not have any formulas, etc. Your cell phone and smart watch should be turned off and put away and cannot be used as a calculator.

Honorlock may let you move forward even with an incomplete room scan so please make sure to follow these directions. An incomplete room scan as well as failure to follow the other requirements below will result in a grade of "0."

OTHER REQUIREMENTS

- Your camera should be able to display your **face, hands, as well as your workspace** (desk/counter/surface that shows you writing) WHILE YOU ARE TESTING. You will need to adjust your camera position before the test to achieve this. There should also be ample ambient light that shows the testing environment.
- It's generally best to take your tests at a desk or table. You'll have more area to write and it's easier to show your workspace for the room scan. If you choose to or must take your test on a sofa, recliner, or bed, make sure it's clutter free and that your instructor will be able to tell there are no outside resources around.
- If there are pillows or other objects that could conceal your work area, please make sure to move them during the room scan to show there is nothing behind them.
- It's important that other electronics not be in your workspace including your phone. Avoid having multiple laptops or computers (including smart watches) in the workspace. Only have the computer or laptop you are taking the test on, in your workspace. Bluetooth capabilities should be disabled.
- There should be no use of Apple Handoff during the exam. If Honorlock flags the use of Apple Handoff, this will result in an automatic zero.
- DO NOT use a notebook. Either the work shown pages should be printed or use blank LOOSE pages.
- We understand that it may be impossible to have a perfectly quiet workspace, however, do your best to make sure it's just you in the immediate area.
- You should not leave the camera view for any reason until the test is submitted, so please make sure you have your laptop charger and other permitted materials prior to starting the test.
- Do not close out the Honorlock window until you have submitted the test on MyLab.

An external web camera and stand are HIGHLY recommended to ensure the rules are followed.

To maintain academic integrity, these rules must be followed. If you are not able to comply with the rules above, please contact your instructor prior to the first test, so you can discuss alternative arrangements to test, including coming to campus.

WORK SHOWN

You are required to submit work for each unit test and the final exam immediately after submission of your test. The work shown document should be downloaded and printed before the assessment. Do not write on the document before the assessment. During the assessment, show the steps to solve the problems in the appropriate numbered box. Then, immediately after the assessment, scan and upload one pdf of the work shown document into the assignment here on Canvas. The assignments are located within the appropriate module. Failure to upload work within 10 minutes of submitting your assessment will result in a grade of "0." Additional guidelines, requirements, and procedures will be communicated through Canvas.

It is at the instructor's discretion whether a student can continue to test via Honorlock. The result of a violation could prompt the requirement of testing on campus with the instructor.

The Test Center will only be utilized for testing in emergencies, where the instructor or another faculty/staff member cannot proctor the test.

Formulas & Cheat Sheets

It is the policy of the department that formulas and other notes are not allowed on any unit exam or departmental final exam except for units where formula sheets are *provided by the instructor*. Otherwise, assessments should be “closed book and notes.”

Grading Policies (Student Performance Measures)

Learning Activities

Your grade will be based on formula below.

Grade Breakdown

Homework (15%)

Instructor’s Elective (10%)

Projects (30%)

Midterm Exam (15%)

Unit Quizzes (30%)

Homework

Students are required to do online homework in MyMathLab. All sections of each unit need to be completed by students and are part of your grade. There are due dates for each assignment. To keep on track, you should be completing the assignments by the due dates. However, I understand some flexibility may be needed, so all unit assignments will remain available until the close date for that unit. Once the unit assignments close, there will be no extensions. The three lowest grades of MML Homework will be dropped.

Instructor’s Elective

The 10% Instructor Elective portion of your grade will be earned from the following tasks:

5% from Practice Quizzes and the Practice Midterm

5% from Start Here Activities and Weekly Attendance Grade

Projects

Students will be required to complete 2 semester projects and a final project as indicated on the course calendar.

MGF 1130 is designed to bridge math with the “real world”. This is accomplished with projects which total 30% of the grade. Keep in mind these replace the larger Unit Exams from other courses. Put the appropriate time and effort into completing them.

The final project is worth 10% and is required. There are no options. By time you are ready to complete it, you will have all the tools necessary!

At the end of Unit 1 and Unit 3 you will have a project due as well. These total 20% of the grade. Project 1 will be posted at the start of the semester. Project 2 will be posted after Unit 2 and is due with the Unit 3 assignments. There will be an optional third project available after Unit 4 to complete which can replace the grade for Project 1 or Project 2.

Midterm Exam

This course has only one exam. It will be given after Unit 2. Be sure to prepare fully by using the materials (Practice Tests, lectures, notes) provided by your instructor.

Unit Quizzes

Unit quizzes will be given in lieu of exams after each unit. Although these are shorter than an exam, they count for 30% of your grade.

Grading Scale

Individual instructors may assign B+, C+, or D+ grades.

A – 90% - 100%

B – 80% - 89.9%

C – 70% - 79.9%

D – 60% - 69.9%

F – 59.9% or below

I – Incomplete (only assigned for reasons as stated in college catalog)

W – Voluntary withdrawal by student before the withdrawal date

Extra Credit

Any extra credit will be offered by the instructor and available to the entire class. There will be built in extra credit on the Unit Quizzes. Read Canvas Announcements or Inbox messages for details on any other extra credit opportunities.

In fairness to your other classmates and the instructor, I do not offer individual extra credit – do not request it. Keep up on the assignments, do the practice quizzes and the quizzes on time and carefully and thoughtfully complete the projects as due. By working diligently, you will not be in a position needing extra credit.

Returning Grades

I will grade most assignments within one week of the due date. For more expansive assignments (such as the projects), I will return them within two weeks. This gives me ample time to provide constructive, useful feedback to help you progress and grow as a student in this course.

Student Support and Tech Needs

Succeeding in Any College Mathematics Course

Develop a systematic study routine between class meetings - study your notes, read the book and work the assigned problems. Your personal motivation and work ethics are the key to your success. You are ultimately responsible for mastering the material in any course.

Getting Help with Your Math

If you are having trouble with your math, **seek help early in the semester!** FGC has help available for you at the following places...

1. Your **Instructor** is available during regular office hours and sometimes by appointment to help with specific homework assignments. If your instructor is busy when you drop by, come back at another time.

2. Form a **Study Group** with other students enrolled in the same course. Meet at a regular time and a place (e.g., the library, the math lab, an empty classroom).
3. The **Student Success Center** offers free peer-tutoring for most mathematics courses. The Center is currently located in the back of Building 008.
4. **Khan Academy:** <http://www.khanacademy.org> and has videos on multiple topics.

All of these services are offered to you **free** at Florida Gateway College! Take advantage of the available resources and **SUCCEED** in your math course!

Basic Technical Requirements

This course requires students to have access to a computer and the internet. For those students who do not own a computer, computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to local public libraries, coffee shops, etc.

If you have any additional questions, please contact IT at 386-754-4408. You can also email the Florida Gateway College helpdesk at helpdesk@fgc.edu.

Pearson MyLab & Mastering

Getting Started

Enter Your Canvas Course

1. Sign in to Canvas and enter your Canvas course.
2. Do one of the following:
 - Select **MyLab & Mastering** in Course Navigation, and then select any course link on the Pearson page.
 - Select any Pearson link from any module.
3. Go to *Get Access to Your Pearson Course Content*.

Get Access to Your Pearson Course Content

1. **Accept** the End-User License Agreement and Privacy Policy. (If you previously linked your Canvas and Pearson accounts, you go directly to the Pearson payment page. Skip to Step 3.)
2. To link your Canvas and Pearson accounts, do one of the following:
 - If you already have a Pearson account, enter your username and password.
Tip: To look up your Pearson account, select **Forgot your username or password?**
 - If you do not have a Pearson account, select **Create** and follow the prompts to create a new account.
3. To get access to your Pearson course, do one of the following:
 - Select **Access Code**, enter your access code, and select **Finish**.
 - Under Use a Credit Card or PayPal, select the button with the applicable price and enter your payment information.
 - Get temporary access without payment for 14 days. (You can [pay for full access](#) when temporary access expires or when you're ready.)
4. When the registration is complete, the You're Done page appears and you get a confirmation email. You can close the You're Done page and return to your Canvas course. From now on, when you select any of the MyLab & Mastering links in your Canvas course, your MyLab & Mastering course immediately opens in a new tab.

Note: In the future, it is recommended you enter your MyLab & Mastering course through Canvas.

Need Help?

See [Help](#) for MyLab & Mastering with Canvas.

Go to our [YouTube channel](#) where students and instructors can find getting started videos.

Contact Pearson [24/7 Technical Support](#). To provide them with your details in an export file, enter your Canvas course and go to **MyLab & Mastering>Diagnostics**. (If you don't have access to the Diagnostics page, please contact your instructor for this information.)

Using MyLab

The picture below is a typical screen shot from the entrance point of MyLab and Mastering. MyLab serves as a portal to get to MyMathLab. MyMathLab is where you will complete your required HW problems, your study plan, and any additional studying you would like to complete. Like Canvas, MyLab has a toolbar allowing you access to different portions of the site. The descriptions below will give you an idea of what resources are available and what work you should be doing.

The screenshot shows the MyMathLab interface for course 141MAC1105.011. The top navigation bar includes links for Courses, Hello, Matthew Peace, Account, Help & Support, and Sign Out. The course title '141MAC1105.011' is displayed with a 'course settings' link. A left sidebar contains a 'modify' button and a 'Course Home' button, followed by a list of course tools: Homework, Quizzes & Tests, Study Plan, Gradebook, Chapter Contents, Tools for Success, Multimedia Library, Learning Guide, Purchase Options, Pearson Tutor Services, Discussions, and Course Tools (Email, Chat & ClassLive, Document Sharing, HTML eBook, Announcements Manager, Course Home Manager, Assignment Manager, Study Plan Manager). The main content area is titled 'Course Home 141MAC1105.011' and features a calendar for December/January with the 2nd highlighted. Below the calendar are sections for 'My Upcoming Assignments' (listing 1.2: Rational Equations, 1.5: Quadratic Equations, 1.6: Other Types of Equations, and a study plan objective), 'Announcements' (with a 'Welcome to MyMathLab' message and links for browser checks, answer entry, and a survey), 'My Results' (showing an overall score of 0% and a course timeline graph), and 'My Progress' (showing 1/20 homework submitted and 1/499 study plan completed).

Your **graded work** on MyMathLab is based on Homework assignments for each section. Go to the **“Homework”** section and select which section you'd like to work on. If you have already shown

mastery in a concept, it should not take you long to complete the problems. See the Homework section below for more information.

1. Homework problems are graded, but if you do not get the correct answer, often times you will receive several attempts at the same problem. **Eventually, if you do not come to the correct answer, MyMathLab will display the solution and ask you to try a similar problem (but with different numbers). As long as you *EVENTUALLY* get the problem correct, you will get credit.** Again, your time spent on the Homework is documented along with your progress.
2. In addition to the homework, at the beginning of each Chapter (or Unit) you can get an idea of what concepts you need to work on by developing your study plan.
 - a. Click on the “Study Plan” button on the main toolbar
 - b. Then click on “Take a Sample Test”
 - c. Choose the appropriate Chapter Assessment
 - d. Click “I am ready to Start” and begin the test.

Note: Do not spend a great deal of time on the assessments as they are meant to diagnose what areas you should work on. **The assessment does not affect your HW average**, however your time spent on the assessment is documented.
3. After submitting the chapter assessment (**again this will not impact your grade**), a study plan is created. Return to the “Study Plan” section by going back to main menu or clicking on “Back to Study Plan.” By each lesson (and also each concept) a pencil will appear on the sections you need to work on. If a graduation cap appears, it means you have shown mastery of the subject. The study plan will lead you to **non-graded exercises** for a particular concept you need to work on.
4. At any time, you may retake the assessments (any amount of them) to show mastery of concepts. The study plan will be updated each time you take an assessment. ***Please note that the study plan is not your Homework and is not graded, however, your progress and time spent working on the study plan is documented.***
5. To check your progress on MyMathLab, click on the “Gradebook” button. This will display any time spent on practice tests, homework, and tutorial exercises (study plan) as well as grades earned on homework.

Supplemental Resources in MyLab

1. The “ebook” section has information about your textbook that can supplement your studying. It contains a summary video lecture for each section, a multimedia textbook section giving you an interactive version of your textbook, practice exercises associated with the textbook that are NOT tracked in MyMathLab (**neither grades, nor time spent will be documented in MyMathLab**), and a link to the study plan for that particular section. There is also a link to the FREE tutoring center you have access to.
2. The “Multimedia Library” section gives you a way to search for a particular medium (animation, video, power point presentations) that you might find useful in any section.

Homework and Practice Exercises

Below is a screenshot from the Homework Exercises and those in your Study Plan.

MGF 1106 Shell Course Summer 2016 to Present Matthew Peace 8/14/16 7:45 PM

Homework: Section 1.1: Inductive and Deductive Reasoning

Score: 0 of 1 pt 14 of 24 (0 complete) HW Score: 0%, 0 of 24 pts

1.1.20

Use inductive reasoning to predict the next three numbers in the pattern.

16, 11, 6, 1, ...

Predict the next three numbers in the pattern.

16, 11, 6, 1, , ,

Enter your answer in the edit fields and then click Check Answer.

Clear All Check Answer

Question Help View an Example Textbook Ask My Instructor Print

When doing Homework or Practice Exercises make sure you are aware of the resources available to you. Let's outline the "Question Help" features designed to assist you complete a problem.

1. **View an Example:** This is less interactive but gives you an example of a similar problem in step-by-step fashion with the option to return to the original problem at any time.
2. **Video** (not all problems have this option): This option will display a video where a solution will be given to that particular type of problem by the author of the book.
3. **Animation** (not all problems have this option): The animation option is similar to "View an Example" except that there is an audio voice over included with the solution. There is also more animation than in "View an Example."
4. **Textbook:** This option open will open a window that turns to the relevant pages out of your textbook. This is an interactive version of the textbook that has practice problems for you to try and video examples.
5. **Ask My Instructor:** Click this option if you'd like to ask a specific question about this problem to your instructor. You will be able to type a message and a link to the problem you are working on will be included with the message.
6. **Print:** If you'd like to print the problem for later, click this button.
7. The navigation button in the top center will allow you to move to different problems.
8. On the left side of the page is your toolbox for inputting answers. See http://media.pearsoncmg.com/cmg/pmmg/player_tour/enteranswers.html for more details on special input procedures.
9. After selecting your answer choice (or inputting the answer) you may move onto another problem by using the exercise navigator above the problem. However, to check the accuracy of your solution, click **Check Answer** at the bottom of the page. You should always check your answer before moving on to another problem. Remember, you will only receive HW credit for those problems you eventually answer correctly.

Florida Gateway College Policies and Statements

The Library

The Wilson S. Rivers Library is located in Building 200 and also includes millions of e-books and articles (<https://www.fgc.edu/academics/library/>). The library has more than 70 computers with 50 pages daily of free B&W or Color printing for students. There are also small and large study rooms available for two hours at a time. Click the link above for more information. Librarians are available to assist with research help, and there are helpful videos on library searching and citation help here: (<https://www.fgc.edu/academics/library/research-help-and-guides/>).

Phone- 386-754-4401

Email- library@fgc.edu

[Ask-A-Librarian](#) text and chat

Fall & Spring Semester Library Hours

Monday – Thursday: 7:30 am – 7:30 pm

Friday: 9:00 am – 4:00 pm

Saturday: CLOSED

Sunday: CLOSED

Summer Semester Library Hours

Monday – Thursday: 7:30 am – 6:30 pm

Friday: CLOSED

Saturday & Sunday: CLOSED

Student Success Center (SSC)

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. Access to computers and limited printing is available. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Tutoring in other subjects is also offered. The SSC provides space for students to study in subject specific learning groups. Stop by or call the Student Success Center to request the most current tutor schedule (386-754-4382).

Fall Semester SSC Hours

Monday--Thursday: 8:00am – 7:30 pm

Friday: 9:00am – 4:30pm

Spring Semester SSC Hours

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

Summer Semester SSC Hours

Monday – Thursday: 7:30 am – 5:00 pm

If you have any questions, you may contact the center by phone at 386-754-4479, 386-754-4382, or by emailing Christina Slater at christina.slater@fgc.edu.

EAB Navigate

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor's information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

Class Recording

A student shall not make a recording in class unless the recording is limited to the class lecture, and

1. the recording is made for the student's personal educational use,
2. in connection with a complaint to the college, **or**
3. as evidence in or in preparation for a criminal or civil proceeding.

Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

Resource Information

Florida Gateway College has partnered with **BetterMynd**, (<https://www.bettermynd.com/students>) an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that's a good fit for you, sign-up here.
(<https://app.bettermynd.com/register>)

If you have any questions about these services, you can email BetterMynd at students@bettermynd.com.

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at amy.dekle@fgc.edu, or by visiting Building 007.

Academic Appeal; Grievances; General Complaint

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (<https://www.fgc.edu/students/complaints-and-appeals/>), information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the [College Catalog](#) for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Registration & Records by 4:30 p.m. on the deadline posted on the [Academic Calendar](#) or it is considered late.**

To withdraw from a course, the following steps must take place:

1. The student will log in to MyFGC and navigate to the Withdrawal form.
2. First, click the Student tab; next click Registration; and then click Course Withdrawal Form.
3. The student will enter the course information, the instructor's email address, and the advisor's name and email address. Once all information is entered, submit the form.
4. The form then routes directly to the instructor for approval and the last date of attendance. Once the instructor has completed their portion, the form will route to the advisor.
5. The advisor will complete their portion of the form and submit.
6. The form then routes to Registration & Records for processing. The student will receive an email notification to their FGC Wolves email account once this step is completed.
7. If the form is denied, the student will be notified by email and should contact the advisor with any questions.

Students are strongly encouraged to begin the withdrawal process the day **before** the withdrawal deadline to allow sufficient time for the process to be completed by all offices involved (Instructor, Advising Services, Financial Aid, Registration & Records).

It is the student's responsibility to understand all financial and academic implications of the withdrawal. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, a student must receive a grade for the course. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from the instructor.

Incompletes

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

The **Incomplete Grade Request Form** must be completed and submitted for approval by the **FIRST day of Final Exams and BEFORE** issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirements needed to satisfactorily complete the course **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade.

Student Communication Standards

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, discussion forums, assignments, quizzes and exams, etc.) must use proper written English. Please refrain from using online and texting abbreviations and language. Oral communications, if applicable, must be made with a respectful tone and body language. Use proper [netiquette](#) throughout!

Academic Honesty

At Florida Gateway College, we value the development of critical thinking, effective communication, and academic growth. To ensure fairness and uphold the principles of academic integrity, any instances of academic dishonesty (i.e., cheating, plagiarism, bribery, misrepresentation, fabrication, unauthorized use of AI technologies, etc.) are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook. We believe in your ability to think critically and develop your own unique perspectives. By adhering to these guidelines and committing to the principles of academic integrity, you will not only enhance your learning experience, but also foster an environment of trust and respect within our academic community.

Use of AI Technologies

The use of AI technologies to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor as described in the course syllabus. It is your responsibility to read this thoroughly and carefully at the beginning of the semester. Your assignments should reflect your own thoughts, analysis, and original work. Florida Gateway College employs the use of AI detection tools to assess the authenticity of your assignments. These tools are designed to identify instances of cheating and plagiarism, including the use of AI technologies. Any submissions that violate this policy will be subject to disciplinary action. If you have any questions or concerns regarding the use of AI technologies in your courses, please review your course syllabus or reach out to your instructor for clarification.

Civil Rights and Compliance Statement

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, sex, religion, disability, age, marital status, genetic

information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Associate Vice President of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.

Disability Statement

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 007, Room 107

Phone: (386) 754-4393

Email: Accessibility.Services@fgc.edu

FERPA Statement

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Registration & Records Office in Building 015 or on the Florida Gateway College website (www.fgc.edu/students/registration-and-records/ferpa/).

SACSCOC Statement

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Honorlock Statement

Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website (www.honorlock.com/install/extension/). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at support@honorlock.com.

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

Turnitin Statement

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a [similarity report](#), which can help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

You are encouraged to submit your written work to Turnitin prior to assignment deadlines, whether through Canvas or [Draft Coach](#). If needed, that would allow you time to review the [library's research and help guides](#) or seek writing assistance from your instructor or a tutor in the Student Success Center.

Mission Statement

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.