Print this document, and use the syllabus to fill in the answers to the following questions. Please use pencil.
This syllabus worksheet will be turned in at the midterm exam.

You can access the syllabus as a complete document on my web page, http://staffwww.fullcoll.edu/czarske/, or within our MyMathLab Course ID zarske41664 as a complete document or in parts.

1. Read “Office/Contact” on p. 1 of the complete syllabus, or click on Contact Info under Syllabus in Parts.
   a. If you have a math question, how should you contact me? ________________ ________________
   b. If you have a personal issue, how should you contact me? ________________

2. Read “Class Meetings on Campus” on p. 1 of the complete syllabus, or click on Class Meetings under Syllabus in Parts.
   a. What are the three dates of class meetings? __________________________
   b. What if you cannot attend the activity session? __________________________
   c. What is you cannot attend the midterm or final? _________________________

Note: Please try to attend the activity class and the scheduled midterm and final if at all possible!

   a. Is the printed textbook required? ________________
   b. Is MyMathLab access required? ________________
   c. What page of the syllabus has instructions for enrolling in MyMathLab? _______
   d. What is the phone number for MyMathLab tech support? ___________________

Note: MyMathLab enrollment in our course will be available beginning January 1, 2009. You must enroll on MyMathLab by January 16 or you will be dropped from the class. More enrollment information is available on my web page under MyMathLab Enrollment Information.

4. Read “Course Description” and “Time Commitment” on p. 2 of the complete syllabus, or click on Description & Time Needed under Syllabus in Parts.
   a. Is this a self-paced course? ________________

Name: __________________________
b. Are there any deadlines? _________

c. On what syllabus pages can you find the schedule? _____________________________

5. Read "Midterm Exam and Final Exam" on p. 3 of the complete syllabus, or click on Midterm & Final under Syllabus in Parts.

a. What notes may you use for the midterm and final exams? ____________________________

b. I will also provide a formula sheet for the exams. Where can you find copies of these formulas? ____________________________

c. When is the midterm? ____________________________

d. When is the final? ____________________________

e. You must bring a picture ID to the midterm and final. What happens if you do not bring one?

f. Who qualifies as a distance education student? ____________________________

g. If a distance education student wants to use a proctor, what must he or she do?

6. Read “Reading Worksheets” on p. 3 of the complete syllabus, or click on Reading Worksheets under Syllabus in Parts.

a. Where are the reading worksheets located? ____________________________

b. What writing instrument should you use to fill them out? ____________________________

c. When will you turn them in? ____________________________

Note: Although the reading worksheets will be collected in two sets, it is important that you keep up with the schedule and complete the reading worksheets before the applicable homework is due.

7. Read “Online Homework” on p. 3-4 of the complete syllabus, or click on Online Homework under Syllabus in Parts.

a. What should you do before working on an online homework assignment? _________

b. When during the week is homework due? ____________________________

c. If you miss the deadline, can you submit homework late? ____________________________

d. If you have already submitted an assignment, can you still work on the assignment? ____________________________

e. Is there any penalty for submitting work late? If so, what is it? ____________________________

f. What is the prerequisite for each homework assignment? ____________________________
8. Read "Midterm and Final Exam Reviews" on p. 4 of the complete syllabus, or click on Review Sheets under Syllabus in Parts.
   a. When will you turn in the review sheets? ________________________________

9. Read "Online Tests" on p. 4 of the complete syllabus, or click on Online Tests under Syllabus in Parts.
   a. How many times may you attempt each test? ______________
   b. What is the time limit on each attempt? ______________
   c. Can you still take a test after the deadline passes? ______________
   d. What happens if you submit a test late? ________________________________

10. Read "Discussion Board and Group Pages" on p. 4-5 of the complete syllabus, or click on Discussion Board & Group Problems under Syllabus in Parts.
    a. Where should you post your math questions? _________________________
    b. Where will you post your personal bio? ______________________________
    c. By what date do you need to post it? _______________________________
    Note: you will need to post between January 19 and January 21, as groups will not be assigned until then.
    d. What information should you include in your posting?
       1) ______________________________________________ ______________
       2) ________________________________________________ _____________
       3) ________________________________________________ _____________
    e. What part of MyMathLab will your group use to collaborate on group problems?

11. Read "Activity Session" on p. 5 of the complete syllabus, or click on Activity Session under Syllabus in Parts.
    a. When is the activity session? _____________________________________
    b. If you cannot attend the activity session, what alternate assignment must you complete? _________________________________________ ______________
    c. When is the alternate assignment due? ______________________________
    Note: Please try to attend the activity class if at all possible!

12. Read the rest of p. 5 of the complete syllabus, or click on On-Pace & Study Plan under Syllabus in Parts.
    a. How do you earn on-pace points? ________________________________
    b. Is the study plan required? ________________________________
    c. For what may you use it? _______________________________________
13. Read “Grading” on p. 6 of the complete syllabus, or click on Grading under Syllabus in Parts.
   a. Where on MyMathLab can you check your scores? ____________________________

14. Read “Resources for Extra Help” on p. 6-7 of the complete syllabus, or click on Resources for Help under Syllabus in Parts.
   a. Can students respond to questions posted on the discussion board? ______________
   b. I will also respond to all questions. How soon after posting can you expect my response? __________________________
   c. If you want to get help in the Fullerton College tutoring center, what must you obtain from me? ________________________________
   d. What is the Pearson Math Tutor Center? ________________________________
   e. My on-campus office hours are on a walk-in basis. Feel free to stop in any time during the hours listed on the syllabus.
   f. What do you need to participate in my online office hour? __________________________
   g. Where can you get the phone number, access code, and password? ______________

15. Read the rest of p. 7 through p. 8 of the complete syllabus, or click on FC Policies under Syllabus in Parts.
   a. What happens if you miss three or more assignment deadlines? ________________
   b. What happens if you miss the midterm? ________________
   c. If you decide you want to drop the class, what should you do? ________________

16. Look over p. 9 of the complete syllabus, or click on Getting Started with MML under Syllabus in Parts. This page is provided by the publisher to help you enroll in MyMathLab.

17. Look over p. 10-11 of the complete syllabus, or click on Schedule under Syllabus in Parts. This shows all of our assignment deadlines and events for the class.
Note: Print out the schedule and refer to it frequently! It is crucial that you keep up with all your assignments, meet all your deadlines, and know about other events!