

## **Letter to Instructors**

### **Spring 2012 Math 1010 Intermediate Algebra – online**

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Thank you for teaching Math 1010 online this semester! I know that online classes take a significant time investment and a lot of familiarity with technology and appreciate you making the commitment to teach in this format. Please read this letter and let me know of any questions or concerns that you have.

As coordinator this semester, I have developed homework, quizzes, and tests in MyMathLab for instructors to copy. The course ID is maw21805. Please note that due dates have not been set for any of these assignments so that you can customize them for your course.

I will also schedule midterm exams and Final Exam days with the ITC for all sections of online Math 1010. I will coordinate writing of the midterm exams and will submit midterm exams and the Final Exam to the ITC for all sections. I have posted a tentative course schedule and an outline of a syllabus that you can customize for your course.

In the syllabus, I have highlighted in yellow some specific areas that you'll want to modify for your course; including your contact information, your policies on late work, and the weights of assignments for your course. Recall that you'll also need to set up these in the MyMathLab gradebook for the students' grades to display correctly.

**Examinations** The schedule for the course has 3 proctored exams; two midterm exams and the departmental final exam. Information for students about how to sign-up for times to take these exams at the ITC is in the syllabus.

I'd like to continue to have these midterm exams be common exams for this course, something our department chair supports. I need to hear back from each of you letting me know that you're willing to participate in creating the two midterm examinations for the online course this semester. We will work together to choose objectives for the exams, draft the exams, review them, and create solutions and rubrics. I'll create timelines for these activities.

**Projects** Assign 2-3 projects this semester, preferably involving students working together. Potential projects for Math 1010 are available on the department website. Note that you are not responsible for teaching students to set-up or use their ePortfolio. The syllabus has information for students about where to get help with this. I recommend that you make posting a project in their ePortfolio requisite for them to receive a grade for the project to encourage them to post.

**Participation Assignments** You may determine how you wish to assign participation points for this course. Research suggests the importance of building a learning community in online courses and having students interact with one another needs to be an objective of your course

design. Potential ideas include creating discussion board assignments, having students do peer-reviews of projects, do some group work post-exam to correct common mistakes (you can fairly quickly create group discussion boards in MML), etc.

### **Suggestions/Best Practices**

Consider emailing your enrolled and waitlisted students before the semester starts with key information about the course so that they are ready to begin coursework once the semester starts.

It is recommended that you provide an orientation for your students.

The ITC (Instructional Testing Center) now has a color scanner. After marking your students' midterm exams, you can take them to the ITC to be scanned as .pdf files. You can then pick up a CD from them or have them email the files so that you can return them to your students electronically.

Recall that you must frequently "submit incompletes" in MyMathLab to record zeros for students who have missed a deadline in order for their overall grade to be computed completely.

### **ADA and online classes**

We have a significant challenge currently to make our online courses ADA-compliant. Of particular note are the challenges faced by vision and/or hearing impaired students attempting online coursework. While many programs that we use are readable by various technologies, not all of them are currently compliant. Please make every effort to provide your students with accessible resources. Our department continues to investigate available technologies to make our courses accessible, and I will be sure that any developments are communicated to you.

Finally, be sure to comply with all departmental standards and SLCC policies with regards to student registration, extra credit, etcetera. Please contact myself or the Mathematics Department Chair Suzanne Mozdy with any questions or concerns throughout the semester.

Thanks for teaching online Math 1010!

Alia Criddle Maw

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