

UTEP

ENTERING STUDENT PROGRAM/ DEVELOPMENTAL MATHEMATICS

SPRING | 2024 | ONLINE NCBM M031 AND 12 WEEK MATH
0311



Homework Form and Contract

Once a week your instructor will discuss your progress with you through email or via zoom. You will be provided with a progress chart which you are required to follow throughout the course. **You are required to complete an average of 6 topics per day in each module.** Each week topic goals must be met. Failure to meet your weekly goal will result in a warning.

If neither of the goals stated above are met, you will be given an ALEKS Student Deficiency Contract. This contract will specify goals and a timeline required to be completed by you, to remain in the class. In addition, you may be required to attend additional tutoring. Failure to complete the targeted goals on time may result in being dropped from the course.

iBienvenidos!
Faculty office hours



COURSE OBJECTIVES:

- NCBM/MATH 0311 will satisfy your TSI requirement in advising and allow you to take coursework toward on-time degree completion
- NCBM/MATH 0311 will prepare you for success in college level mathematics
- NCBM/MATH 0311 will provide you with access to a team of instructors dedicated to your success

Instructor Info

Professor: Alejandro Mena

Office: UGLC 310

Office Phone: (915) 747-6523

Office Hours: Online via zoom

By appointment only.

Link under BlackBoard Announcements

Email: alemena@utep.edu

Cell: 915-892-2127 (TEXT ONLY)

TEXT

WE USE THE ALEKS PROGRAM (LICENSE FOR ALEKS MUST BE BOUGHT THROUGH ALEKS WEBSITE FOR THE DURATION OF THE SEMESTER).

COURSE COMMUNICATION:

Because this is a hybrid course, we won't see each other in the ways you may be accustomed to: class time every MW or TTR. However, there are number of ways we can keep the communication channels open:

*Office Hours: They will be held via zoom by appointment only.

*Email: UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt.

*Announcements: Check the Blackboard announcements and email frequently for any updates, deadlines, or other important information.

COURSE GRADE:

- ✓ You will receive a Grade of S* for the NCBM portion once you have completed 100% of your NCBM ALEKS pie and taken the Goal Completion with a grade of 70% or better on or before the end of the fourth week of class.
- ✓ If you do not pass the Goal Completion Exam with a 70% or better, you will fail the NCBM and will be dropped from MATH 0311.
- ✓ You will receive a Grade of S* in MATH 0311 when:
 - You must complete Modules 1-3, (**minimum of 4 topics required/day**) to 100% and take each Module Exam no longer than the day of your designated date of your exam unless other arrangements are made with your instructor.
 - **All Module Exams have been completed AND all the remaining topics are completed in order to take the Comprehensive Final Exam.**

You must accumulate a minimum of 490 points from the following:

Module 1	50 pts
Module 1 Exam	100 pts
Module 2	50 pts
Module 2 Exam	100 pts
Module 3	50 pts
Module 3 Exam	100 pts
Notebook	50 pts
Final Exam	200 pts

- ✓ Note:
 - Average greater than or equal to 490 pts receive a passing grade of "S", Satisfactory
 - An average of less than 490 pts receive a failing grade of "U", Unsatisfactory.

ALEKS REQUIRED KNOWLEDGE CHECKS:

- ✓ **NCBM Knowledge Checks are required on the first day of class. For the 12-week Math 0311: Initial Knowledge Check will be required on the first day of the 12 Week Class. Scheduled Module Exams are required at the completion of each module.** Module exams will only be given after completing ALL the topics in the module on the due date. If for any reason you do not complete the topics prior to the due date, you must immediately contact your instructor. ***Failure to complete a module exam may be grounds for being dropped from the course.***
- ✓ ***Failure to take a scheduled module exam will result in being dropped from the course.***
- ✓ **Module exams have a time limit of 90 minutes.**
- ✓ **You are required to take and pass a Final Exam.**
- ✓ All Exams will required the use of Lockdown Browser and ALEKS Respondus Monitor (webcam) which needs to be bought separate thorough ALEKS.

CALCULATOR: The ALEKS program is equipped with a calculator for use in certain parts of the ALEKS course. You will also have access to the calculator in Windows. In addition, you may use a basic 4 function calculator. **NO OTHER CALCULATOR WILL BE ALLOWED.**

Use of AI technologies or automated tools, particularly generative AI such as ChatGPT or DALL-is not allowed for assignments in the class. If you are caught using it or a calculator not specified above, phone, web-based math program, or any other device you will be turned into the UTEP Office of Student Conduct and Conflict Resolution for cheating.

REQUIRED HEADPHONES:

The ALEKS program provides videos to assist you as you learn new topics.

ALEKS REQUIRED MODULE REVIEWS AND EXAMS

FIRST DAY

*Initial KC and start of class

*Before or by FEB 5th

NCBM Goal

Completion Exam/TR FEB 6th

Mod 1 Due:

MAR 3RD BY 11:59pm/TR MAR 4TH

Mod1 Exam:

Mon CLASS MAR 4TH
Tues CLASS MAR 5TH

Mod 2 Due:

MW MAR 31ST BY 11:59pm/TR APR 1ST

Mod 2 Exam:

Mon APR 1ST
Tues APR 2ND

Mod 3 Due:

MW APR 28TH BY 11:59pm/TR APR 29TH

Mod 3 Exam:

Mon APR 29TH
Tues APR 30TH

Final Exam:

CREATING YOUR ALEKS ACCOUNT:

1. Go to www.aleks.com and click on yellow box which says, "new user sign up now". (Even if you have used ALEKS before, please click on the new user link anyway.)
2. There will be two boxes, look for the box on the left and enter the following code: _____
3. Next you will see your instructor's name and the name of your course. If it is correct, continue.
4. Next you will be asked if you have ever used ALEKS before. Choose "I have never used ALEKS before or I do not have an ALEKS login name". (Even if you have used ALEKS before, please click this option anyway)
5. Open your textbook and remove the ALEKS card. Enter the code in the spaces provided.
6. Fill in the profile.
7. You can record your username and password here:
 - a. USERNAME: _____
 - PASSWORD: _____
8. Complete the tutorial and start working.

FAQs:

What if my computer won't run ALEKS at home? Call ALEKS tech support at [800-258-2374](tel:800-258-2374).

What if I get dropped? If you get dropped from the NCBM class, you cannot be reinstated. If you are in danger of being dropped from the 12 Week MATH 0311 course due to falling behind in topics, please talk to your instructor immediately. Your instructor will be able to advise you and provide options if any are available. Failing to discuss options with your instructor and/or failing to meet deficiency goals will result in being dropped.

Contact Info for HELP

Developmental Math Program Leader: Mrs. Rocio Myres Bishop

Email: rmyres2@utep.edu cell: 915-227-6806

ALEKS Program Coordinator: Mrs. Rosa Hernandez

Email: rmhernandez3@utep.edu

Tutor coordinator: Dr. Israel Martinez

Email: imartinez6@utep.edu cell:

Associate Director of Entering New Students Experience:

Mr. Alejandro Mena Email: alemena@utep.edu cell: 915-892-2127

ALEKS
Customer Service
number:
800-258-2374

What if I need to drop the class? All requests to drop the course must be approved by the Associate Director of Entering New Students Experience Mr. Alejandro Mena. If you need to withdraw after the University withdrawal date, please contact your instructor for assistance.

What if I need special accommodations? Please contact the Center for Accommodations and Support Services, 106 East Union. If you are eligible for accommodations, you are responsible for presenting to your Instructor any DSSO letter and instructions

Daniel Halenar, Technology Specialist



Lupe Mercado, Office Manager

COVID-19 PRECAUTIONS

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear facemasks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

COURSE RESOURCES: WHERE YOU CAN GO FOR ASSISTANCE

UTEP provides a variety of student services and support:

Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.