MATH 0311-27592 (Intermediate Algebra)  
Spring 2014

Instructor – DAN MCGLASSON

Office – EDUC 205  
Office Hours – MWF 7:00 AM – 10:00 AM

Telephone – 747-5173, 479-6284  
Email – danmcg@utep.edu

Class ALEKS Course Code 36HJQ-WFXVN (www.aleks.com)

Class Final Exam Time – To be arranged as needed (final is proctored)

The customer service number for ALEKS is 714-619-7090.

COURSE OBJECTIVES  MATH 0311 is a developmental mathematics course designed to help prepare you for College level mathematics.

TEXT  This class utilizes the ALEKS program and notebook that must be bought together as a bundle at the bookstore. Your instructor will explain use of the notebook. It may be used on all tests and assessments. You may duplicate the example pages as you need to. You will be dropped from this course if you are not registered on ALEKS by Wednesday, January 22nd unless arrangements are made with the Program Director or Program Coordinator.

CALCULATOR  The ALEKS program is equipped with a calculator for use in certain parts of the ALEKS instruction. You will also have access to the calculator in Windows. No other calculator will be allowed for classes or final exams. Personal computers may be used for all work EXCEPT Final Exams.

WITHDRAWAL POLICY  The University date to receive a “W” for all courses is April 4th, 2014. You are strongly urged to discuss your academic progress with your instructor prior to dropping this course. Your instructor may, at any time of the course, withdraw you from this course for lack of effort demonstrated by a deficit of hours online, percentage attained, or other reason.

REQUIREMENTS TO REMAIN REGISTERED IN THIS CLASS  You are required to be on benchmark for hours online or percent of work complete each week. Your progress in each of these two areas will be documented each Monday morning. If you are behind both the hourly benchmark and the percentage benchmark for two consecutive weeks, you will be withdrawn from this class. NOTE there is a provision that you can still pass this class if you are withdrawn from it. Please see the section later in this syllabus entitled “Special Case For Students Dropped from the Course”.

DO YOU OWN WORK!  You are to work ONLY on your ALEKS account. Any evidence of a student permitting others to work on their account will be turned over to the Dean of Students for disciplinary action.
COURSE GRADE  You will receive a passing grade of S* (Satisfactory) by passing a Final Exam with a 70 or better. If you do not pass a Final Exam in this course, you will be given a grade of U* (Unsatisfactory). To take the Final Exam, you must have completed 90% of your pie. The Final Exam will be given on the following days – February 28th, March 21st, April 4th, April 25th, May 8th, and the Class Final Exam date will be arranged by appointment. If you do not pass a Final Exam at any attempt prior to the Class Final Exam, you can attempt another Final Exam by rebuilding your pie up to 90%. Your Instructor will announce the time and location of the Final Exams. **You must bring a picture ID to the Final Exam to take the Exam!**

YOU ONLY USE YOUR ALEKS NOTEBOOK ON THE FINAL EXAM. NO OTHER NOTES ALLOWED!! NO ELECTRONIC DEVICES OF ANY KIND ALLOWED DURING A FINAL UNLESS A SPECIAL CASE EXISTS.

ONCE YOU COMPLETE THIS COURSE BY PASSING THE FINAL EXAM, YOU WILL NO LONGER BE REQUIRED TO ATTEND CLASS.

SPECIAL CASE FOR STUDENTS DROPPED FROM THE COURSE  If you are dropped from the course for any reason, you are encouraged to continue working on ALEKS and coming to the class for assistance. If you achieve 90% of your pie, you may take a Final Exam at one of the times listed above. If you pass with a grade as indicated above you will be reinstated into the class with a grade of S*. There may be additional fees for reinstatement that are assessed by the Registrar depending on the date withdrawn and date reinstated.

FOOD AND DRINK IN LAB – Food is not allowed in the Math Labs. You may bring in a drink with a twist top cap or other solidly attached lid.

HELP WITH THIS COURSE

1)  Your instructor’s office hours are dedicated to your assistance. This information, as well as Program information, is available at [http://academics.utep.edu/Default.aspx?tabid=17404](http://academics.utep.edu/Default.aspx?tabid=17404)

2)  Developmental Math lab will be open for tutoring. Schedule will be determined the first week of class and the lab will open the second week.

3)  Students requiring accommodations for physical or learning disabilities must make arrangements with 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 as early as possible in the semester.

4)  If you have concerns that cannot be resolved with your instructor, you should make an appointment to see Ms. Lujan, Program Director, in EDUC 205.

5)  Issues of concern regarding the course syllabus and procedures or ALEKS should be discussed with Mr. McGlasson, Program Coordinator, in EDUC 205
STUDENT AGREEMENT FOR MATH 0311, SPRING 2014
(Student Copy)

Your class will be taught utilizing the ALEKS (Assessment and Learning in Knowledge Spaces) system this semester. This program assesses your knowledge and creates a path of instruction unique to your mastery needs. Please review this agreement, then sign and return it to Mr. McGlasson by January 24th, 2014. Your agreement is to:

1) Establish a NEW active ALEKS online account no later than Wednesday, January 22nd. You MUST have:
   a) A valid access code in the ALEKS Notebook Bundle
   b) Access to the MINERS domain
   c) A valid email address you will check daily for updates
   d) This syllabus

   FAILURE TO REGISTER ON ALEKS BY JANUARY 22ND WILL RESULT IN YOU BEING DROPPED FROM THIS CLASS UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH THE PROGRAM DIRECTOR OR THE COURSE COORDINATOR.

   YOU MUST CREATE A NEW ACCOUNT – DO NOT USE A PREVIOUS ALEKS LOGIN. IF YOU RENEW AN EXISTING ACCOUNT IT WILL BE YOUR RESPONSIBILITY TO CONTACT ALEKS CUSTOMER SERVICE TO REMEDY THE SITUATION.

2) Acknowledge your understanding of the benchmark achievement percentages. You understand that inability to achieve benchmarks for two consecutive weeks will cause you to be withdrawn from this course.

3) Acknowledge that it is YOUR responsibility to keep current in the on-line course with requirements that may be published via ALEKS, BlackBoard, or email.

4) Inform your Instructor if you are in ANY special program in which being dropped may cause an undue hardship. Such programs include International Students, Veterans Administration, SSSP, CAMP, and other such programs.

5) Read and abide by this syllabus. You acknowledge that you understand the Withdrawal Policy. Your Instructor may review certain sections, but it is your responsibility to know the contents of this document. You acknowledge the penalty for allowing others to work on your account.

________________________________________          _____________________________________
Printed Name      Student ID

__________________________________________        27592                                 _________________
Signature      CRN   Date
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<th>MONDAYS OF EACH WEEK OF THE SEMESTER</th>
<th>0% - 10%</th>
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