Developmental Math is a department designed to help you transition to college level math. It is our goal to provide the skills you need to be confident in math as your move forward in your career goals.

Professor’s Name:
Office: DAN MCGLASSON
Email: danmcg@utep.edu

<table>
<thead>
<tr>
<th>Director of Dev. Math</th>
<th>Denise Lujan</th>
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<tbody>
<tr>
<td>Coordinator for ALEKS</td>
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<td>915-309-0925</td>
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Class ALEKS Course Code: MTV9N-HHWXA (www.aleks.com)

Class Final Exam Time - by appointment

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

Course Objectives: Math 0311 is a developmental Math course designed to help prepare you for College Level mathematics.

Text: This class utilizes the ALEKS program and notebook. This book must be purchased in the UTEP Bookstore.

You will be dropped from this course if you are not registered on ALEKS by the third day after registration in class – first drop day is Thursday, August 28.

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. If you are caught using another form of calculator you will be turned into the Dean of Students for cheating.

Course Grade:

✓ You will receive a Grade of S* by passing a Final Exam with a grade of 70 or better. In order to take the Final Exam you must have completed 90% of your pie. The Final Exam will be given on the following days:

September 19       October 24       November 14, and
During your Scheduled Final Exam Time
Note:
- You must bring a picture ID to the final exam.
- If you fail the final exam you will receive a grade of U, Unsatisfactory.
- If you fail the Final Exam you may re-fill your pie to 90% and re-take the Final Exam. This must be done during the confines of the semester unless other arrangements are made with your instructor.
- Once you complete this course by passing the final exam you are no longer required to attend the class.

**REQUIREMENTS:**

- You will be required to meet a weekly benchmark for both **percentage** and **hours**. If you are behind on both the hourly benchmark and the percentage benchmark for 2 consecutive weeks, you will be dropped from this course.

- Tell your instructor if you are in any special programs such as: Athletics, Veterans, ISP, SSSP, START, CAMP, etc.

- You are required to take and pass a proctored final exam.

- You may only use your ALEKS notebook on the Final Exam. NO OTHER NOTES ALLOWED!!!

- You may use your personal computer for all work EXCEPT the assessments and final.

- Bottled drinks with screw on caps may be brought into the lab. No other food or drink allowed.
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.

FRIDAY LAB:

✓ A Math Lab will be available every Friday for extra help and make up classes. Classroom labs will be open from 7:30 am to 3:00 pm. Seating will be first come, first served. Please note if the lab is full you will need to return at a later time.

TUTORING:

✓ Tutoring will be done online using WIZ IQ. This will allow you to have access to a tutor during certain evening and weekend hours. The program will allow you the option of “chat” or “face-time”. You will also be able to see a “whiteboard” where you and the tutor will be able to write your math problem and work through the solution. There will be a presentation during your first week of class to provide you with program details and a handout.

CREATING YOUR WIZ IQ ACCOUNT

1. Go to www.wiziq.com
2. Click “SIGN UP” in the upper right hand corner
3. Fill out the Wiz IQ profile and click “Create my account”
4. Select the first option where it will say “Learner or Student”
5. DO NOT choose to add topics
6. Click “Save and Continue”
7. Your account has been created!

✓ Tutoring Hours on WIZ IQ for the semester are as follows; however these times may be adjusted as needed for students who log in for tutoring.

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<th>Sunday</th>
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<td>Notice</td>
<td>4:00 – 10:00 pm</td>
<td>7:30 – 10:30 pm</td>
<td>9:00 – 11:00 pm</td>
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FAQs:

What if I can’t get my computer to run ALEKS at home? Please call ALEKS tech support at 714-619-7090.

What if I get behind in hours and/or percentage? You may make up hours and percentage working from home, extra sessions in any instructor’s lab, attending Friday lab, or using the online tutoring portal.

What if I get dropped? If you get dropped from the class you may still work on ALEKS, attend class, come to extra sessions, attend Friday lab, and use online tutoring. If you build your pie up to 90%, your original instructor will give you a final. If you pass it, they will add your name back to the roster and give you credit for the course.

What if I need to drop the class? The University’s withdrawal date is OCT 31st. If you need to withdraw after that 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.

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
2. Developmental Math lab will be open for tutoring on Friday of each week. Other online tutoring will be set up using WIZIQ.
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 regarding your grade, course, etc... speak with your instructor first. If the issue cannot be resolved your next step is to speak to the Director, Denise Lujan located in Education 205.
5. If you have issues with ALEKS please speak with Saul Soto in Education 209.
6. If you have issues with registration, syllabus, and other course issues please speak with Marsha Cardenas in Education 205.
Student Contract

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 your instructor when you are requested to do so.

I UNDERSTAND: (Please initial each item to confirm you understand the following)

_____ Failure to purchase a book and code and use it to create an account by the listed deadline will result in being dropped from the course.

_____ Failure to work on ALEKS the required weekly amount of time and gain the required percentage will result in being dropped from the course.

_____ The use of websites other than ALEKS to compute mathematical answers or provide “help” is strictly forbidden. Students found using these sites will be turned over to the Dean of Students for disciplinary action.

_____ I must do my own work and may not allow others to work on my ALEKS account. Students allowing others to work on their account will be turned over to the Dean of Students for disciplinary action.

_____ No electronic devices may be used to mathematically assist you during your work time on ALEKS. Calculators, phone apps, laptops, tablets or any other devices are not allowed during ALEKS work time.

_____ Acknowledge that your instructor will visit with you about your progress in class. If you do not want these discussions to take place in class you must inform your instructor.

Student Signature:_______________________________________ Date:____________________