HELP WITH THIS COURSE:

1. Your instructor’s office hours are dedicated to assist you. This information, as well as Program information is available at http://academics.utep.edu/default.aspx?tabid=17404.
2. Online tutoring will be available (see the “Online Tutoring” section on your syllabus).
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. Tell your instructor if you are in any special programs such as: Athletics, Veterans, ISP, SSSP, START, CAMP, etc.

CONTACT INFORMATION:

If you have concerns regarding your grade, course, etc... speak with your instructor first. They will advise where you can go for help. If the issue cannot be resolved your next step is to speak to the Developmental Math Program Leader, Mrs. Marsha Cardenas.

<table>
<thead>
<tr>
<th>Developmental Math Program Leader</th>
<th>Marsha Cardenas</th>
<th><a href="mailto:mghodge@utep.edu">mghodge@utep.edu</a></th>
<th>915-491-0949</th>
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<td>By appointment</td>
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For additional help with Developmental Math please contact Mr. Alex Mena.

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<tr>
<th>Assoc. Director of ESE</th>
<th>Alex Mena</th>
<th><a href="mailto:alemen@utep.edu">alemen@utep.edu</a></th>
<th>915-892-2127</th>
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If you have issues with the ALEKS program or tutoring please contact Mrs. Rocio Bishop.

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<tr>
<th>ALEKS Program and Tutor Coordinator</th>
<th>Rocio Bishop</th>
<th><a href="mailto:rmyres2@utep.edu">rmyres2@utep.edu</a></th>
<th>915-227-6806</th>
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**UTEP COVID-19 ACCOMMODATIONS AND PRECAUTIONS POLICY**

Our course is 100% online, however in case you need to be on campus, please be aware of the campus COVID-19 policy.

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact your instructor as soon as possible so they can arrange necessary and appropriate accommodations.

(classes with on-campus meetings) Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact Center for Accommodations and Support Services (CASS) to discuss temporary accommodations for on-campus courses and activities.

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.

(classes with on-campus meetings) Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.
CLASS RULES AND REQUIREMENTS
Your class will be taught utilizing the ALEKS (Assessment and Learning in Knowledge Spaces) system this semester. This program uses an online program to assess your mathematical knowledge and creates a path of instruction unique to your mastery needs. Please review this agreement and questionnaire, then email an acknowledgement and your responses to your instructor when you are requested to do so.

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

- I understand this is an actual UTEP course and will be permanently recorded on my transcript.
- I acknowledge that my instructor will weekly visit with me about my progress on Blackboard in a breakout room. I understand I will need a webcam and microphone for the conversation.
- I understand my time on Blackboard is being recorded and have read and understood the UTEP policy for Blackboard recording in the syllabus.
- I have read and understood the UTEP COVID-19 ACCOMMODATIONS AND PRECAUTIONS POLICY

Things which can cause me to be dropped or fail the course

- Failure to purchase a book and code and use it to create an account and take your initial Knowledge Check by the 2nd day of class will result in being dropped from the course.
- Failure to work on ALEKS and complete the required weekly topics will result in receiving an ALEKS Student Deficiency Warning.
- Failure to meet the requirements of the ALEKS Student Deficiency Warning will result in either being dropped from the course or receive a failing grade.
- Failure to take a scheduled Exam without making prior arrangements with the instructor may result in being dropped from the course or receive a failing grade.
- Exceeding the allowed amount of absences and or failing to productively work on ALEKS may result in being dropped from the course or receive a failing grade.
- Class time is for ALEKS work only and the computer may not be used for any other purpose. The use of websites other than ALEKS during class time will result in an absence being counted against you.
- Failure to complete the MATH 0311 ALEKS pie to 90%, successfully pass the proctored comprehensive Final Exam by the end of the course with a minimum score average of 70%, and complete the required discussion boards will result in receiving a failing grade of “U” in the course.
(Please see the section on grading in the syllabus)

Things NOT allowed during my time on the math program and which can result in disciplinary action against me. Students in violation of these policies will be turned over to the Office of Student Conduct and Conflict Resolution for cheating.

- The use of electronics, including cell phones are not allowed. This includes, but is not limited to: listening to music, texting, checking email, looking at social media websites, and making phone calls.
- The use of websites other than ALEKS to compute mathematical answers or provide “help” is strictly forbidden.
- You must do your own work and may not allow others to work on your ALEKS account.
- 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.

Student Signature: ____________________________ Date: ________________
Questionnaire

Student Name: ____________________________________________________________

Contact Information:

Cell Phone: _________________________ Working Email: _________________________

UTEP Information: Major ____________________________ Classification ____________
Have you taken MATH 0311 at UTEP before? ______YES ______NO
If YES, when and with what instructor? ___________________________________________

Next Math course needed (please check)

_____ 1319      _____ 1320      _____ 1380      _____ 1508       _____ not sure

Special Circumstances: You will be required to spend several hours weekly on the ALEKS program.
Please indicate any special circumstances you may face which will cause that to be a challenge.

Where do you work? ____________________________ How many hours per week? _____________

How many course hours are you taking at UTEP? _________

Other issues which cause time management problems (please specify) ___________________________

Special Programs: Are you an international student? Yes___________ No _____________

Write a short description of yourself, adding anything else you want your instructor to know.

Other interests or extra-curricular activities you have: