

THE UNIVERSITY OF TEXAS AT EL PASO

COLLEGE OF SCIENCE

DEPARTMENT OF MATHEMATICAL SCIENCES

COURSE BASICS

Course Number: MATH 1320-112: CRN 12923
Course Title: Mathematics for Social Sciences I
Credit Hours: 3
Term: Fall 2024
Meeting and Location: Asynchronous Online
Prerequisite Courses: Math 0311 or placement by testing services

INSTRUCTOR INFORMATION

Instructor: Dr. Lesser (here's my rapped [bio](#))
Office Location: I have an office in Bell Hall 213, but for maximum flexibility of access for students in an online course, office hours will generally be held on Zoom.

Contact

Instructor e-mail: I strongly prefer that you send me a Message within our Blackboard Ultra course shell so I can keep messages related to this section of this course (since I teach multiple MATH 1320 sections at once) gathered in one place. However, if Blackboard is down or if it is extremely time-sensitive, you may also email me at Lesser@utep.edu if you: (1) make sure the subject line is meaningful (not just one word like "question" or "quiz" or "1320", but something specific like "answer format on MATH 1320 Section 1.1 HW" so I have a chance of finding that message hundreds of emails later if I need to, (2) have the body of the email include your full name and our specific 5-digit CRN (see top of this syllabus) because I teach a lot of students across multiple sections of this course, and (3) send it from your miners.utep.edu email address because it provides more security, minimizes the chance the UTEP server rejects it, and because I'm banned from discussing confidential information such as grades if you don't.

Course coordinator: Samantha Patterson at sjohnson5@utep.edu
Math Department: mathdept@utep.edu

Optional office hours are offered (using a [Zoom link](#) posted in our Blackboard course shell) by your instructor on Tuesdays and Wednesdays from 8-8:55am Mountain Time and by appointment. Additional office hour options are expected to be available from a Teaching Assistant assigned to our course (as listed in a posted ANNOUNCEMENT in our Blackboard shell). Details and changes will be relayed via email/message or announcement in Blackboard.

Student Office Hours:

Student office hours are a time where I am available to answer questions about course content or any concerns you have about the class. During scheduled office hour times (mentioned in the preceding paragraph), you may drop in without an appointment. (But if you know you'll be dropping in, it helps to give me a heads up by emailing Lesser@utep.edu at least 15 minutes in advance just so I can make sure my Zoom window is not temporarily covered up by, say, a window responding to a student's email.) You are not required to attend office hours if you do not have questions. If you need help and cannot attend during the scheduled time, please email me to schedule an appointment.

Office hours are held only during normal university workdays (e.g., not during Thanksgiving or Spring breaks). During off-scheduling (Finals week) or condensed scheduling (late start, closed university), hours will be adjusted appropriately.

Replies to messages/emails will sometimes be almost immediate and sometimes will require more time, depending on my schedule and commitments. So please generally allow up to a full business day for the return of messages/email. You are welcome to send a message at any time, but be aware that messages I receive during evenings, weekends or holidays may not be attended to before the next regular business day.

Guidance for Optimizing Office-Hour Resources:

If your question involves general technology (e.g., an issue with a browser, connectivity, or Blackboard), contact the [UTEP HelpDesk](#).

If your question involves accessing or navigating WebAssign, contact Cengage. Cengage offers [Digital Course Support and Training resources](#), [technical support](#) (you create a [support case](#)), and 24/7 Phone Support (1-800-354-9706). Cengage often offers extended office hours specifically for UTEP students during the opening weeks of the course.

If your question involves prerequisite content, start by working through the corresponding PTL (Preparing to Learn) homework and associated resources, and contact the [UTEP math tutoring center \(MaRCS\)](#).

If your question is about a specific WebAssign exercise (and you've viewed the associated video and textbook material), contact the [UTEP math tutoring center \(MaRCS\)](#) or click '**Ask Your Teacher**' on the blue bar for the exercise you are struggling on, and our Teaching Assistant or I can see not only your question but also the work you did so far and respond to you within the WebAssign environment, which will be a much more efficient way to help you than all of us creating from scratch lots of separate messages outside WebAssign. Please note that MaRCS, your TA, and your instructor are not allowed to just give you answers or full solutions to your assigned graded homework questions, so be prepared to articulate your process and what piece of it is an obstacle for you, so that you can be helped with the concept and the process, not just the answer.

If you have sustained, lingering, or general content questions: contact our course Teaching Assistant, your instructor, or the [UTEP math tutoring center \(MaRCS\)](#).

If your question involves course policy, grades, other course concerns, or even big picture stuff about your major/career, contact me (your instructor). The specific [Zoom link](#) for office hour Zoom conversations is also posted in our Blackboard course shell. The default option of Zoom has several advantages: privacy (e.g., grades discussed in person could be overheard from a hallway), capacity (when more people have

the same question than could reasonably fit in my physical office), flexibility (e.g., to accommodate everyone's busy work schedules by meeting outside normal business hours if needed), and convenience (since it's easy to pull up and display material with a better view than would be possible in person if either of us felt the need for social distancing). You don't need an appointment to attend already-scheduled office hours, but if you know you'll be dropping in, try to give me a heads up by emailing (Lesser@utep.edu) at least 15 minutes in advance just so I can make sure my Zoom window is not temporarily covered up by, say, a window responding to a student's email. Remember, you are not required to attend office hours if you do not have questions. If you need help and cannot attend during the scheduled time, just send me several possible specific times/windows that would work for you so I can reply with which of those options works in my schedule for that week. Other options besides Zoom for live conversations by appointment could include an in-person conversation (when we both would be on campus) or a Microsoft Teams call or a phone call where I would call you at a domestic phone number at a pre-arranged time from my personal number (that will be blocked from showing up on your Caller ID, so you would have to be prepared to accept that call on your phone) or my UTEP office phone.

Office hours are usually held only during normal university scheduling. During off-scheduling (Finals week) or condensed scheduling (late start, closed university), hours will be adjusted appropriately.

Please allow one business day for the return of messages/email. You are welcome to send a message at any time, but be aware that messages I receive during evenings, weekends or holidays may not be attended to before the next regular business day.

REQUIRED TECHNOLOGY AND MATERIALS

Textbook

Finite Mathematics & Applied Calculus (8th edition) by Waner and Costenoble with a WebAssign access code.

Required

You must have the WebAssign access code. The access code gives you full access to both the assignments and the e-book. You could get this from the [UTEP Bookstore](#) or from [Cengage](#).

Optional

A hard copy of the textbook is available but is optional since buying the WebAssign access code already give you access to the electronic version of the book.

Calculator

You are required to have access to a calculator with a key or command for doing permutations and combinations such as the scientific calculator TI-30XIIS and even more preferable is a graphing calculator such as a TI-83 or TI-84. You do not have to buy a calculator if you do not already own one, because you can simply use a free online graphing utility and calculator such as [Desmos Graphing Calculator](#). Tech Guides are provided in our Blackboard course shell to support your use of technology in this course and all forms of technology covered in the Tech Guides are allowed on homework, quizzes, and exams.

Online Components

You are required to have a WebAssign homework account.

You will also have access to other resources in Blackboard, see the Activities and Assignment subsection below.

Ensure your UTEP e-mail account is working and that you have consistent access to the internet and a stable web browser. [Mozilla Firefox](#), [Google Chrome](#), and [Safari](#) are the most supported browsers for both Blackboard and WebAssign. The [UTEP HelpDesk](#) continues to offer you technical support and you can [test your Internet connection](#) from your location and make sure your upload and download speeds are at least 1-2 Mbps.

The WebAssign platform is not optimized for doing coursework on cell phones, so you will need to have regular access to a computer or laptop that has reliable access to the Internet and lets you use the following:

- Microsoft Office (available for free through UTEP [UTEP Microsoft Office 365](#)),
- [Adobe](#),
- [Windows Media Player](#) or [QuickTime Player](#), and
- [Java](#).

Blackboard

We use the Ultra version of the Blackboard learning management system. Inside our Blackboard course shell, you will be able to find regular announcements and many course materials and resources that are not in WebAssign. Each chapter will have a folder where you can find a list of the assignments, lecture notes or PPT slides, videos, and other resources. Check out the resources reference page at the end of the syllabus for a list of currently available items.

WebAssign

WebAssign is an online Course Management System of Cengage, the publisher of our textbook. WebAssign contains your grades, all assignments that count for a grade, and some additional resources not in Blackboard. You must have reliable internet to take this course. Use the instructions below to access and register for WebAssign using your official [UTEP email account](#). **You will have a free trial of 21 calendar days from the start of UTEP's semester) so that you may access your coursework immediately**, but you are required to purchase an access code to log in as soon as possible and before the grace period ends. Please note that your class key is different from your access code. When entering the code, enter all the words and characters in the boxes appropriately.

Instructions to access and register for WebAssign:

To enter your course on WebAssign, go to www.webassign.net and follow these steps:

- 1) Click on "Enter Class Key"
- 2) Enter the class key given by your instructor, be sure to include all three, four-character sections given including the "utep":

utep #####

- 3) Verify the section number and instructor name, then enter your information. Please make sure that you use your UTEP miners e-mail and remember the password you create.
- 4) The next time you log in, click on "Log In" and enter your [UTEP miners e-mail](#) and the password you created.

COURSE OVERVIEW

Course Objectives and Learning Outcomes

Mathematics for Social Sciences I is a pre-calculus course designed for liberal arts, business, and non-science majors.

At the successful completion of this course:

- I. A student will be able to make meaningfully reflective connections between the mathematics of finance and the student's own situation and/or community engagement
- II. A student will be able to apply fundamental set and probability properties to calculate the probability for a given situation and utilize this to make decisions on the likelihood of outcomes including the expected value of a random variable. (Chapters 7, 8, & 9.1/9.3)
- III. A student will be able to model a situation utilizing an appropriate fundamental function (linear, quadratic, exponential, logarithmic) and solve for an unknown variable. (Chapters 1 & 2)
- IV. A student will be able to validate a mathematical model algebraically and graphically, (Chapters 1 & 2)
- V. A student will be able to model basic financial functions associated with interest, annuities, and loans and solve for an unknown variable. (Chapter 3)
- VI. Students will be able to construct and solve systems of linear equations utilizing multiple techniques. (Chapter 4)
- VII. Students will be able to construct and graphically solve systems of linear inequalities and linear programming problems (Chapter 6.1 & 6.2)

Activities and Assignments:

You will find all graded assignments on www.webassign.net. Please use Mozilla Firefox, Google Chrome, or Safari since WebAssign works best with these browsers. All graded work, including homework, quizzes, and exams, will take place through WebAssign. There are resources to help with your coursework in both WebAssign and Blackboard (see resource guide at the end of this document).

Three unit exams and a comprehensive final exam will be given. For each of the 3 unit exams, you will have an optional retake opportunity and the higher of the two scores will be what counts.

Wintermester and Test Out:

If a student receives a grade of "D" or "F," they may register for the Wintermester workshop or take a comprehensive Test Out exam. A grade of 70% or better in the Wintermester course or a 70% or better on the comprehensive Test Out exam will replace a failing course grade with a grade of "C." (A grade change form will be signed and submitted by the coordinator for Math 1320, Mrs. Samantha Patterson).

Resources:

At the bottom of your WebAssign homepage, you can click on resources and access items such as lectures from the publisher for each section that we cover.

In our Blackboard course shell, you can access additional resources, including: short engaging lecture videos (made by UTEP faculty, also available at this [YouTube playlist](#)), tech guides, worksheets, PowerPoint lecture slides, multi-modal learning experiences, and an FAQ page for common questions.

Check out the overall resource reference page at the end of the syllabus for a complete list. As a backup, some resources may also get posted to a MATH 1320 webpage on the UTEP Mathematical Sciences website.

Tutoring

The [UTEP math tutoring center \(MaRCS\)](https://www.utep.edu/science/math/marcs/) offers free tutoring for math classes; its website <https://www.utep.edu/science/math/marcs/> has more information:

There are several useful features in WebAssign designed to give extra help. These include "Watch it" and "Master it" links. These are publisher-created and are enabled (except during exams) for any homework question in which they are available. The My Class Insights feature gives you a guide to how you are doing on the topics covered in class.

And remember the resource of Student Office Hours discussed earlier in the syllabus.

Class Activity Settings

Homework Assignments

All homework will be completed on WebAssign. Since each question has 5 attempts, I recommend you seek help after the third incorrect submission rather than waiting to get help until you are out of submission attempts.

The Ask Your Teacher Feature of WebAssign is the best way to ask questions about your homework because it shows me (or our Teaching Assistant) the entire problem and your previous attempts.

PTL (Preparing to Learn)

In addition to regular homework assignments, you will have some pre-work to complete. These assignments cover review topics (order of operations, exponent rules, etc.) and are intended to help you prepare for the upcoming lesson. PTLs have the same settings as regular homework (5 attempts, no time limit) and will count as homework grades, so be sure you complete them!

Quizzes

After each chapter covered, you will have a 60-minute timed quiz with five (5) questions from that material. The quizzes may contain problems you have not seen previously, but they will be based on the same concepts.

The password for all quizzes is the word **ready**.

Each question has 2 attempts. If you choose to start a quiz less than 60 minutes before the due date, the quiz will conclude at the due date, and your answers will be auto-submitted. Be sure to keep an eye on your time to help prepare for exams (since the amount of time per question will be less on an exam).

Reflection Quizzes

There are three (3) brief written reflection assignments throughout the course (i.e., 1 per unit). These reflections ask you to apply course topics to an authentic context, beyond a textbook exercise. The instructions and grading rubric can be found in WebAssign.

Each reflection counts as a quiz grade, so be sure you complete them! There is a due date, but no time limit for each reflection, so you may open it, start it, and return to it at a later date. See Statement on ChatGPT and other Artificial Intelligence in the Academic Integrity section.

Exams

To review for each exam, keep thorough notes about your homework and quizzes. You will see similar problems on the exam. You may also want to use some of the additional material in WebAssign, such as 'Personal Study Plan,' which allows you to take practice quizzes and gives you tailored feedback on what you need to work on the most. The regular unit exams will be available on WebAssign for 48 hours before the due date specified by the course calendar and listed below and will have a link to an online scientific calculator. The final exam has special settings which you can read about below. You have 2 attempts at each problem. You may use other online resources, such as calculators and graphing utilities, but be aware that the 'Watch It,' 'Master It,' and 'Ask My Teacher' features of WebAssign will not be available. **You may not ask another person (including MaRCS tutors) or answer website (e.g., CourseHero, Chegg, etc.) for help and it will be handled as a (possible) violation of Academic Integrity if you do.**

- Exam 1: Open Sunday, Sept. 29 12:01 AM to Monday, Sept. 30 11:59 PM Mountain Time
 - covers 7.1 - 7.4; 8.1 - 8.5; 9.1, 9.3
- Exam 2: Open Sunday, Oct. 27 12:01 AM to Monday, Oct. 28 11:59 PM Mountain Time
 - covers 1.1 - 1.4; 2.1 - 2.3
- Exam 3: Open Sunday, Dec. 1 12:01 AM to Monday, Dec. 2 11:59 PM Mountain Time
 - covers 3.1 - 3.3; 4.1 - 4.3; 6.1 & 6.2
- Final Exam: Open Tuesday, Dec. 10 12:01 AM to Wednesday, Dec. 11 11:59 PM Mountain Time
 - covers all material for semester

The password for all exams is the word **ready**.

Exam 1, 2 and 3 is each timed at 120 minutes (i.e., 2 hours) once you begin, but if you choose to start an exam less than 120 minutes before the due date, the exam will conclude at the due date, and your answers will be auto-submitted. Also, be aware of the UTEP help desk hours (8am – 5pm on weekdays) and your instructor's availability during the exam, so you can plan properly.

ORES

Opportunity to Raise Exam Score (i.e., a retake), will appear on WebAssign after the original exam according to the class calendar and listed below. A retake opportunity is available for each of the three regular exams, but not for the final exam. For each regular exam, the better grade of the two will be recorded. You do not have to take the ORES exam if you are satisfied with your original exam score. (And if you completely forgot to take the original exam, you can still take the retake exam and it will be your score.) The ORES will be available on WebAssign for the windows specified below. The exam is timed at 120 minutes (2 hours) and has a link to an online scientific calculator. You will have 2 attempts at each problem. If you choose to start an exam less than 120 minutes before the due date, the exam will conclude at the due date and your answers will be auto submitted.

- Exam 1 Retake: Open Sun., October 6 12:01 AM to Mon., October 7 11:59 PM Mountain Time
- Exam 2 Retake: Open Sun., Nov. 3 12:01 AM to Mon., Nov. 4 11:59 PM Mountain Time
- Exam 3 Retake: Open Thurs., Dec. 5 12:01 AM to Sat., Dec. 7 11:59 PM Mountain Time

The password for all retake exams is the word **ready**.

Final Exam

The final exam will be available for two days during final exams week. This is a comprehensive exam (i.e., it covers material of the whole course) and is required for all students. Remember, the final exam is worth 25% of your overall course grade. The final exam is timed at 165 minutes (2hr 45min) and will have an accessible scientific calculator. You may use other online resources, such as calculators and graphing utilities. **You may not ask another person (including MaRCS Tutors) or answer website (e.g., CourseHero, Chegg, etc.) for help and it will be handled as a (possible) violation of Academic Integrity if you do.** You have two (2) attempts at each problem.

The password for the final exam is the word **ready**.

The final exam will open on Tuesday, December 10 at 12:01 AM and closes on Wednesday, December 11, at 11:59 PM Mountain Time.

Timed Assignments:

For all timed assignments, the clock begins once you open the assignment. This clock will not stop for any reason, not even if you log out. For this reason, it is important to choose a location with a stable Internet connection and check for any updates on your computer BEFORE beginning the timed assignments. The due date will change to reflect the time limit for timed assignments once you begin the quiz or exam. Please note: should circumstances beyond your control prevent you from completing the exam or quiz in the allotted time, you may promptly send your instructor a request for more time with a description of what you did and what happened and include supporting documentation (e.g., a screenshot of the issue, an internet outage report for your area, etc.). See FAQ item on technology issues for more detail.

Course Schedule:

A MATH 1320 course schedule is at the end of this syllabus. Here are general UTEP calendar highlights:

- August 26 First Day of Classes
- September 2 Labor Day (No Classes)
- September 11 Census Day (Last day to drop without a W)
- November 1 Drop Day (Last day to drop with a W)
- Nov 28-29 Thanksgiving Holiday (no classes)
- December 6 Last Day of Classes
- December 8 Last day to do end-of-course evaluations
- December 9–13 Final Exams Week (our exam is Dec. 10-11)

Grading Policy

You will be graded on homework, quizzes, in-class exams, and a final exam

- 15% Homework Assignments (Includes PTLs)
- 15% Quizzes (includes Reflection Quizzes), with up to 3 lowest scores dropped
- 15% Exam I (or its retake, if better)
- 15% Exam II (or its retake, if better)
- 15% Exam III (or its retake, if better)
- 25% Comprehensive Final Exam

Letter grades are determined by the following scale (and please see the FAQ about extra credit):

Grade	Score
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Drop Policy

This semester's deadline to drop with a W is Friday November 1 before 5 PM Mountain Time. No drops will be approved after this.

Students who decide to drop the course must process their [drop form](#) from the [Forms page](#) and email it to records@utep.edu before 5 PM (El Paso time) November 1. Please note that the UTEP College of Science will remain aligned with the university and **will not approve any drop requests after that date.**

Incomplete Grade Policy

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

COURSE COMMUNICATION:

How we will stay in contact with each other

Because this is an asynchronous online class, we won't be having in-person or regularly-scheduled group meetings. But this course has a fairly full schedule of deadlines to make sure you regularly put in time and there are several ways we can keep communication channels open:

- **Office Hours:** as mentioned on pages 1-2 of this syllabus.
- **Messages within Blackboard or Email:** as mentioned on pages 1-2 of this syllabus.
- **Announcements:** Check WebAssign and the Blackboard frequently for announcements of any updates, deadlines, or other important messages.

ADDITIONAL COURSE POLICIES AND STATEMENTS

Make-up Policy

Homework

An automatic homework extension can be requested within 2 days after the due date. (You may NOT view the answer key to a homework assignment prior to requesting the automatic extension for it.) To make this request, log in to WebAssign and click on My Assignments. Scroll to the assignment you want to extend and click Request Extension. Select "Automatic" and "Accept" the extension. The new due date will be 72 hours from the time the extension is requested. Note that this means that **due time** will also change (to something other than 11:59 PM). No penalty will be applied to problems submitted after the original due date. All homework must be completed before the final exam window opens.

Quiz

An automatic quiz extension can be requested within 2 days AFTER the due date. To do so, log in to WebAssign and click on My Assignments. Scroll to the assignment you want to extend and click Request Extension. Select "Automatic" and "Accept" the extension. The new due date will be 24 hours from the time the extension is requested. Note, this means that **due time** may also change (to something other than 11:59 PM). You will still have the 1-hour time limit after opening the quiz.

If you choose to start the quiz before the due date and run out of time, you cannot request an extension. For example, if you start the quiz at 11:30 PM on the day it is due, you will have only 30 minutes to complete the quiz and it will automatically submit at 11:59 PM. Think carefully about whether you have enough time to complete the quiz before you start.

If you have some extenuating circumstance or have an excused absence that will keep you from completing the assignment or quiz in a timely manner, please contact me right away and be prepared to show supporting documentation – such as a university travel letter, military orders, doctor/counselor note (which does not need to reveal your condition, just the day(s) you were unable to do work), etc. All quizzes must be completed before the final exam window opens.

University-Sponsored Events

These include conferences, student athletic competitions, etc. You are required to inform me of such planned travel conflicts before leaving and plan to make adequate arrangements to make up the missed material within one week of returning. Failure to do so will result in the forfeiture of points.

Exam

Due to fairness and logistical considerations, an opportunity to take an exam (or retake exam) outside of the designated window may be granted only in extraordinary circumstances such as severe illness or death in the family, and with appropriate documentation (e.g., counselor's/doctor's note, military orders, notice of participation in UTEP-sponsored events such as athletics).

Alternative Means of Submitting Work in Case of Technical Issues

I strongly suggest that you submit your work with plenty of time to spare in case you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to homework, quizzes, and exams) in a separate Word document or hand-written notebook as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work, please contact the [UTEP Help Desk](#) or the Cengage help desk ([technical support](#) or 1-800-354-9706), depending on the nature of the problem.

As a last resort, you can email me your back-up document. You must also have proof of the technical issue such as a screenshot of the WebAssign issue, support case report from your contacting Cengage's tech support or UTEP's helpdesk, report from your internet or electricity provider of an outage in your area. (See FAQ item on technology issues for more detail)

Quick Reference Table for Extension Policies

	Allowed to have accessed the answer key?	Allowed to have accessed the assessment?	How requested	When it must be requested	Length of extension you will get	Potential grade penalty?
Homework	no	yes	Student activates AUTOMATIC extension in WebAssign	Within 2 days AFTER due date	72 hours from when requested (note: this may not be 11:59pm)	no
Quiz	no	no	Student activates AUTOMATIC extension in WebAssign	Within 1 day AFTER due date	24 hours from when requested (note: this may not be 11:59pm)	no
Reflection quiz	N/A	yes	Student activates AUTOMATIC extension in WebAssign	Within 1 day AFTER due date	24 hours from when requested (note: this may not be 11:59pm)	no
Exam	no	no	Automatic extension not available; student must promptly relay documented reason to instructor	as soon as possible (e.g., within 1 day after due date)	Decided by instructor, if request is approved	50%, if request is not timely or well documented

Attendance Policy:

This class has a lot of deadlines and material that builds on prior material, so it is NOT the type of course where you can ignore it for a week or two and then assume you can take an afternoon and get all caught up again. You are expected to work toward the completion of the course assignments daily. Attendance in this asynchronous course is measured by completing tasks in a timely manner. **Failure to complete assignments for two or more weeks without appropriate communication with your instructor may result in you being dropped from the course.** Check Blackboard, WebAssign, and your UTEP miners email daily to make sure you see announcements and reminders in a timely manner.

Academic Integrity Policy:

The University policy is that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition. Any student who commits an act

of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give an unfair advantage to a student or the attempt to commit such acts.

I strongly discourage the use of sites such as Chegg, CourseHero, etc. in this class. If found to have consulted or contributed any material related to this class, you will be automatically reported to the UTEP Office of Community Standards as this could be considered a violation of the [Handbook of Operation Procedures](#). Each student is responsible for notice of and compliance with the provisions of the [Regents' Rules and Regulations](#). As you will be taking online exams this semester, please take a moment to review this list of activities considered cheating by the UTEP Office of Community Standards: [Ways to Cheat](#)

All students are expected and required to obey the law, comply with the Regents' Rules and Regulations, with UT System and UTEP rules, with directives issued by administrative officials during their authorized duties, and observe standards of conduct appropriate for the university. A student who enrolls at the university is charged with the obligation to behave in a manner compatible with the university's function as an educational institution.

Any student who engages in conduct that is prohibited by Regents' Rules and Regulations, UT System or University rules, specific instructions issued by an administrative official or by federal, state, or local laws is subject to discipline, whether such conduct takes place on or off-campus or whether civil or criminal penalties are also imposed for such conduct.

Chat GPT and other AI platforms

Artificial Intelligence (AI) has become more easily accessible recently. We recognize there are useful functions of this technology and encourage you to use it ethically and responsibly for your academic endeavors. For example, it is fine to use AI to generate practice problems or examples to help you learn a concept (but be cautious assuming everything you get is correct – sometimes it isn't!). However, it would be inappropriate and academically dishonest to submit work (such as an exam question or a Reflection Quiz) to be graded that was written or assisted by an AI program (e.g. ChatGPT). Just like the other tools you have available to help you through this course, you'll need to consider when and how to use them to help you meet your learning goals. If you are in doubt, please consult the instructor or any guidance UTEP may issue.

Course Netiquette Policy:

All correspondence with your instructor, TA, and other students should be conducted in an appropriate and professional manner. Please be considerate of your tone and word choice when conducting correspondence.

Accommodation Policy:

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the

Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability or even a temporary health condition must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148 or cass@utep.edu , or apply for accommodations online via the [CASS portal](#).

COVID-19 Precautions

To reduce the spread of COVID-19, any person who is sick, feels ill, or experience symptoms consistent with COVID-19 should get tested. Anyone testing positive should follow current CDC guidelines on self-isolation, masking, and follow-up testing. While reporting test results to UTEP is no longer required, if you report results to COVIDAction@utep.edu, a UTEP Environmental Health and Safety representative can be in contact and offer additional guidance and instructions.

Other contagious potentially dangerous health conditions should also be handled in a way that is respectful of the health of other people. Please contact me immediately if you have major illness during the semester so that we can work together to formulate a strategy to help you maintain or resume progress as soon as you are physically able.

Military Statement:

Thank you for your service. If you are a student with the potential of being called to military service or training during the semester, you are encouraged to contact me as soon as you receive your orders.

Copyright Statement:

Course Materials

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

Class Recordings

[While an asynchronous class does not have regular scheduled meetings, this policy would apply if we, for example, tried offering an optional live review session, recording it and posting the recording.] The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. You may not share recordings outside of this course. Doing so may result in disciplinary action.

COURSE RESOURCES

Where you can get assistance from UTEP student services and other sources:

Academic and Technology Resources

- [Technology Support Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Help Desk 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.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.

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.

Health

- UTEP counseling center, 202 Union West, (915) 747-5302
- Student Health and Wellness Center, 100 Union East, (915) 747-5624
- El Paso's 24-hour Mental Health Crisis Line (915) 779-1800
- National Suicide Prevention Hotline or Veterans Crisis Line 1-800-273-8255
- NAMI (National Alliance Against Mental Illness) of El Paso (915) 534-5478



RESOURCE REFERENCE GUIDE

Resource/Feature	Role	Location	Counts toward Grade?	Extensions?	Timed?
Homework	Practice concepts covered in course	WebAssign (My Assignments list)	yes	yes - Request on WebAssign (automatic extension) within 48 hrs from due date to get an additional 3 days; no penalty	no
Prepare to Learn (PTL) Homework	brush up skills just in time for when you need them; if you already have the skills, think of this as just an easy way to get a good HW grade	WebAssign (My Assignments list)	yes	yes - same as homework (above)	no
Chapter Quizzes	Intermediate skills assessment. These are similar to homework question but are timed!	WebAssign (My Assignments list)	yes	yes - Request on WebAssign (automatic extension) within 48 hrs for an additional 1 day (still timed); no penalty	yes - 60 minutes
Reflection Quizzes	Writing assignments to expand on topics covered in the unit	WebAssign (My Assignments list)	yes	yes - same as chapter quizzes (above)	no
Unit Exams	Summative assessment to demonstrate skills. These are similar to homework and quiz problems, but require you to work under timed conditions	WebAssign (My Assignments list)	yes	considered only for timely requests (no more than 24 hours after exam) with documented strong reason; 50% penalty for all other requests	yes - 120 minutes
ORES	Opportunity to Raise Exam Score (it replaces a regular exam's first attempt only if that helps your grade; can be taken even if you missed the first attempt)	WebAssign (My Assignments List)	yes (it replaces a regular exam's first attempt, but only if that helps your grade)	same as unit exam (above)	yes - 120 minutes

Resource/Feature	Role	Location	Counts toward Grade?	Extensions?	Timed?
Final Exam	Summative assessment to demonstrate skills. These are similar to homework and quiz problems, but require you to work under timed conditions. Covers all topics from the semester	WebAssign (My Assignments List)	yes	considered only for timely requests (no more than 12 hours after exam) with documented strong reason;	yes - 165 minutes
My Class Insights	Gives data on how you are doing in the class based on the topics covered in homework and quizzes	WebAssign (Class Dashboard, upper right)	no	n/a	n/a
Math Mindset	supports your success in the course by addressing habits relating to mind	WebAssign (My Assignments list)	no	n/a	n/a
Watch It videos	demonstrates how to solve selected homework problems	WebAssign with select questions - will be available on homework not exams	no	n/a	n/a
Ask My Teacher	Lets you ask questions where TA or instructor can see the exercise and your submissions	WebAssign in homework assignments	no	n/a	n/a
Full-length Lecture Videos	Covers section material in a traditional manner	WebAssign, under Resources	no	n/a	n/a
10-15 min. videos by Tuesday Johnson (UTEP Distinguished Lecturer)	Explains concepts and procedures for each topic (especially useful for asynchronous class)	Blackboard (within each chapter's materials) and YouTube links	no	n/a	n/a
Lecture outline worksheets	Notes and practice problems for each section	Blackboard (within each chapter materials)	no	n/a	n/a
lecture PPT slides	PowerPoint slides from Cengage aligned with its textbook	Blackboard (within each chapter's materials)	no	n/a	n/a

Resource/Feature	Role	Location	Counts toward Grade?	Extensions?	Timed?
Tech Guides	Explanations (with screenshots) of how to use technology with each chapter's tasks	Blackboard (within each chapter materials)	no	n/a	n/a
Games	An interactive fun alternative way to engage with concepts	Blackboard (resource for chapter 3)	no	n/a	n/a
Songs	A memorable, alternative way to engage with concepts	Blackboard (resource for chapters 4 and 7)	no	n/a	n/a
Concept Maps	Quick view of connections among chapter sections	Blackboard (resource for chapters 3, 4, 8; more on the way)	no	n/a	n/a

Assignment	<p style="text-align: center;">Due Date <u>All assignments due @ 11:59 PM Mountain Time*</u> (WebAssign will display due date/time in your local time. Be sure to keep an eye on the date and time of due dates if you are not in the Mountain Time zone)</p>	Notes
Getting Started with WebAssign PTL 1 Homework Section 7.1 and 7.2 Homework	Tuesday, September 3, 2024 Tuesday, September 3, 2024 Thursday, September 5, 2024	Though these due dates are during week 2, we recommend you complete these during week 1
Section 7.3 and 7.4 Homework Section 8.1 and 8.2 Homework Chapter 7 Quiz	Tuesday, September 10, 2024 Thursday, September 12, 2024 Friday, September 13, 2024	All quizzes have the password: ready
Section 8.3 and 8.4 Homework Section 8.5 Homework	Tuesday, September 17, 2024 Thursday, September 19, 2024	free access to WebAssign ends at 11:59 PM Sunday Sept. 15 so be sure you purchase access before then!
Chapter 8 Quiz Sections 9.1 and 9.3 Homework PTL 2 Homework Chapter 9 Quiz Unit 1 Reflection Quiz	Monday, September 23, 2024 Tuesday, September 24, 2024 Thursday, September 26, 2024 Friday, September 27, 2024 Friday, September 27, 2024	
<p style="text-align: center;"><u>Unit 1 Exam (Chapters 7, 8, 9)</u></p> PTL 3 Homework Section 1.1 Homework	<p style="text-align: center;">Monday, September 30, 2024</p> Tuesday, October 1, 2024 Thursday, October 3, 2024	<p style="text-align: center;"><u>Opens Sunday 9/29 @ 12:01 AM</u> All exams have the password: ready</p>
<p style="text-align: center;"><u>ORES (retake) Unit 1 Exam (Chap. 7, 8, 9)</u></p> Section 1.2 Homework Section 1.3 and 1.4 Homework	<p style="text-align: center;">Monday, October 7, 2024</p> Tuesday, October 8, 2024 Thursday, October 10, 2024	<p style="text-align: center;"><u>Opens Sunday 10/6 @ 12:01 AM</u></p>
Chapter 1 Quiz Section 2.1 Homework Section 2.2 Homework	Monday, October 14, 2024 Tuesday, October 15, 2024 Thursday, October 17, 2024	
Section 2.3 and 2.4 Homework Chapter 2 Quiz Unit 2 Reflection Quiz	Tuesday, October 22, 2024 Friday, October 25, 2024 Friday, October 25, 2024	
<p style="text-align: center;"><u>Unit 2 Exam (Chapters 1, 2)</u></p> Section 3.1 and 3.2 Homework	<p style="text-align: center;">Monday, October 28, 2024</p> Thursday, October 31, 2024	<p style="text-align: center;"><u>Opens Sunday 10/27 @ 12:01 AM</u></p>
<p style="text-align: center;"><u>ORES (retake) Unit 2 Exam (Chapters 1, 2)</u></p> Section 3.3 Homework PTL 4 Homework Chapter 3 Quiz	<p style="text-align: center;">Monday, November 4, 2024</p> Tuesday, November 5, 2024 Thursday, November 7, 2024 Friday, November 8, 2024	<p style="text-align: center;"><u>Opens Sunday 11/3 @ 12:01 AM</u></p>

Assignment Section 4.1 Homework Sections 4.2 and 4.3 Homework	Due Date <u>All assignments due @ 11:59 PM Mountain Time*</u> (WebAssign will display due date/time in your local time. Be sure to keep an eye on the date and time of due dates if you are not in the Mountain Time zone) Tuesday, November 12, 2024 Thursday, November 14, 2024	Notes
Chapter 4 Quiz Section 6.1 Homework	Monday, November 18, 2024 Thursday, November 21, 2024	
Section 6.2 Homework Chapter 6 Quiz Unit 3 Reflection Quiz	Tuesday, November 26, 2024 Saturday, November 30, 2024 Saturday, November 30, 2024	plan ahead if you'll be traveling during the week of Thanksgiving
<u>Unit 3 Exam (Chapters 3, 4, 6)</u> <u>ORES (retake) Unit 3 Exam (Chap. 3, 4, 6)</u>	Monday, December 2, 2024 Saturday, December 7, 2024	<u>Opens Sunday 12/1 @ 12:01 AM</u> <u>Opens Thursday 12/5 @ 12:01 AM</u>
end-of-course evaluations Final Exam (covers whole course)	Sunday, December 8, 2024 Wednesday, December 11, 2024	Opens Monday 11/25 Opens Tuesday 12/10 @ 12:01 AM

(remember, no HW or quiz extensions can go beyond the start of the final exam window of availability)