

THE UNIVERSITY OF TEXAS AT EL PASO

COLLEGE OF SCIENCE

DEPARTMENT OF MATHEMATICAL SCIENCES

COURSE BASICS

Course Number: MATH 1320-912: CRN 25438
Course Title: Mathematics for Social Sciences I
Credit Hours: 3
Term: Spring 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 prefer that you send me a Message within our Blackboard Ultra course shell so I can keep messages related to our course 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 Chapter 8 Quiz" 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 Thursdays from 8:05am-8:55am Mountain Time and by appointment. Additional office hour options will be available with a Teaching Assistant assigned to our course (see January 20 posted ANNOUNCEMENT in our Blackboard shell). Details and changes will be announced or posted in Blackboard.

Student Office Hours:

To help optimize how "office hour"-type resources are used, here is some guidance:

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) about 15-60 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 by Waner and Costenoble 8th Edition with a WebAssign access code.

Required

You must have the WebAssign access code (whether you get this from the UTEP Bookstore or from Cengage). This gives you full access to both the assignments and the e-book.

Optional

A hard copy of the textbook is available but not required for the class. The e-book is adequate and comes with the required access code.

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 one 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 assignments and assessments.

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.

You will need to have regular access to a computer or laptop. Your cell phone is not sufficient for doing coursework, since the WebAssign homework program is not optimized for mobile viewing.

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

Blackboard

We will be using the Ultra version of the Blackboard learning management system. Inside our Blackboard course shell, you will be able to find announcements and many course materials and resources. Each chapter will have a folder where you can find a list of the assignments, lecture notes, videos, and other resources. Check out the resources reference page at the end of the syllabus for a list of currently available items. (Other resources and assessments and your grades will be housed in WebAssign.)

WebAssign

WebAssign is an online Course Management System of Cengage, the publisher of our text. 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 21-day free trial (from the start of classes) so that you may access your coursework immediately**, but be sure to pay for the access code BEFORE that grace period ends (on Feb. 5).

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 for THIS section (posted in our Blackboard shell). Be sure to include the whole string of 12 characters, which is in the form of: **utep #### ####**
- 3) We have a lot of sections and each one has its unique Class Key, so be sure to verify the section number and instructor name, then enter your information. 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.

Please note that your class key is different from your access code. You are required to purchase an access code (from Cengage or the UTEP Bookstore) to log in as soon as possible and BEFORE the grace period ends on Feb. 5. When entering the access code, enter all the words and characters in the boxes appropriately. Here is a [video](#) that was offered last year about this process.

COURSE OVERVIEW

Course Objectives and Learning Outcomes

Math 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.

Maymester and Test Out:

If a student receives a grade of "D" or "F," they may register for the Maymester workshop or take a comprehensive Test Out exam. A grade of 70% or better in the Maymester 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:

Check out the overall resource reference page at the end of the syllabus.

In WebAssign, you can click on resources at the bottom of your WebAssign homepage. You will be able to access PowerPoint lectures from the publisher and the Cengage lecture videos for each section that we cover.

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

Tutoring

The [UTEP math tutoring center \(MaRCS\)](#) 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.

Website

Some resources may also get posted to a [UTEP Math 1320 website](#)

Class Activity Settings

Homework Assignments

All homework will be completed on WebAssign. Each question has 5 attempts. I recommend you get help after the 3rd incorrect submission rather than waiting until you are out of attempts to get help.

The “Ask Your Teacher” feature of WebAssign is the best way to ask questions about your homework as it shows me (or the Teaching Assistant) the entire problem. You are encouraged to use this as the first method of contact whenever you have homework questions.

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 (the per question time is less for an exam)

Reflection Assignments

There are three (3) brief written reflection assignments throughout the course (i.e., 1 per unit). These reflections ask you to extend course topics beyond what is covered in the book. 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 AI 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 two (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 the 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: Available from Sunday, Feb. 18 12:01 AM to Monday, Feb. 19 11:59 PM Mountain Time
 - covers 7.1 - 7.4; 8.1 - 8.5; 9.1, 9.3
- Exam 2: Available from Sun., March 24 12:01 AM to Mon., March 25 11:59 PM Mountain Time
 - covers 1.1 - 1.4; 2.1 - 2.3
- Exam 3: Available from Sunday, April 28 12:01 AM to Monday, April 29 11:59 PM Mountain Time

- covers 3.1 – 3.3; 4.1 – 4.3; 6.1 & 6.2
- Final Exam: Available from Tues., May 7 12:01 AM to Wed., May 8 11:59 PM Mountain Time
 - covers all material for semester

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

The exam is timed at 120 minutes (two hours) once you begin, but if you choose to start an exam less than 120 minutes before the due date, the exam will still 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., 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 to be your score.) The ORES will be available on WebAssign for the windows specified below. The exam timed at 120 minutes (two hours) and will have a link to an online scientific calculator. You will have two attempts at each problem.

- Exam 1 Retake: Open from Sunday, February 25 12:01 AM to Monday, February 26 11:59 PM Mountain Time
- Exam 2 Retake: Open from Sunday, March 31 12:01 AM to Monday, April 1 11:59 PM Mountain Time
- Exam 3 Retake: Open from Thursday, May 2 12:01 AM to Saturday, May 4 11:59 PM Mountain Time

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

If you choose to start a retake exam less than 120 minutes before its due date, the exam will conclude at the due date and your answers will be auto submitted.

Final Exam

The final exam will be available for two days during final exams week. This is a comprehensive exam 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, May 7 at 12:01 AM and closes on Wednesday, May 8, 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 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 email your instructor a request for more time, but be prepared to provide specific details and supporting documentation – such as a screenshot of the issue, or internet outage report for your area.

Course Schedule:

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

- January 16 First Day of Classes
- January 31 Census Day (Last day to drop without a W)
- March 11 - 15 Spring Break (no classes)
- March 28 Drop Day (Last day to drop with a W)
- March 29 Cesar Chavez Day (no classes)
- May 2 Last Day of Classes
- May 6 –10 Final Exams Week

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 according to the following scale:

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

Drop Policy

The Drop Date for this semester is Thursday, March 28 before 5 PM Mountain Time. No drops will be approved after this date or time.

Students who decide to drop the course must process a drop form by emailing records@utep.edu by March 28 before 5 PM MDT. Please note that the 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. No penalty will be applied to problems submitted after the original due date.

****All homework must be completed prior to the start of the window the final exam is available.****

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** will also change. You will still have the 1-hour time limit after opening the quiz. **You'll only earn up to 80% credit for the late quiz submission, but that's much better than a zero!**

Note that the extension for a quiz can be requested only after the due date. 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 only have 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 feel like 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, medical documentation, military orders, etc.

****All quizzes must be completed prior to the start of the window the final exam is available.****

University Sponsored Events:

These include conferences, student athletic competitions, etc. It is the student's responsibility 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.

Exams

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., doctor's note, military orders, notice of representation on UTEP 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 if 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 through the course website, please contact the [UTEP Help Desk](#).

You can email me your back-up document as a last resort. You must also have proof of the technical issue with either a screenshot of the WebAssign issue or email from your internet provider of an outage in your area.

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 course is measured by the completed tasks. Failing to complete tasks in a timely manner is equivalent to being absent. **Failure to complete assignments for two or more weeks without appropriate communication may result in you being dropped from the course.** You are expected to check Blackboard, WebAssign, and your UTEP miners e-mail regularly for announcements.

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 Office of Student Conduct and Conflict resolution as this could be considered a violation of the H.O.O.P. The HOOP can be found here [Handbook of Operation Procedures](#)

Each student is responsible for notice of and compliance with the provisions of the Regents' Rules and Regulations, which are available for inspection electronically at [Regents' Rules and Regulations](#)

All students are expected and required to obey the law, comply with the Regents' Rules and Regulations, with System and University rules, with directives issued by an administrative official during his or her authorized duties, and observe standards of conduct appropriate for the university. A student who enrolls at the university is charged with the obligation to conduct himself/herself 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, U. T. 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.

As you will be taking online exams this semester, please review this list of [activities considered cheating](#) by the Office of Student Conduct and Conflict Resolution (OSCCR).

ChatGPT 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 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 email them at 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.

Whether COVID-related or not, 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 go for assistance UTEP provides a variety of student services and support:

Academic and 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.
- [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, Student Health and Wellness Center
- El Paso coronavirus hotline (915) 212-6843, El Paso COVID-19 information,
- 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); 80% credit	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	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 topic 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/instructor sees the exercise and your submissions	WebAssign in homework assignments	no	n/a	n/a
Full Length Lecture Videos	Covers material in a traditional manner by section	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
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

Resource/Feature	Role	Location	Counts toward Grade?	Extensions?	Timed?
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 and 4)	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, January 23, 2024 Tuesday, January 23, 2024 Thursday, January 25, 2024	Try to complete these during week 1
Section 7.3 and 7.4 Homework Section 8.1 and 8.2 Homework Chapter 7 Quiz	Tuesday, January 30, 2024 Thursday, February 1, 2024 Friday, February 2, 2024	All quizzes have the password: ready
Section 8.3 and 8.4 Homework Section 8.5 Homework	Tuesday, February 6, 2024 Thursday, February 8, 2024	free WebAssign access ends Feb.5, 11:59 PM. Buy access before then!
Chapter 8 Quiz Sections 9.1 and 9.3 Homework PTL 2 Homework Chapter 9 Quiz Unit 1 Reflection Quiz	Sunday, February 11, 2024 Tuesday, February 13, 2024 Thursday, February 15, 2024 Friday, February 16, 2024 Saturday, February 17, 2024	
<p style="text-align: center;"><u>Unit 1 Exam (Chapters 7, 8, 9)</u></p> PTL 3 Homework	<p style="text-align: center;"><u>Monday, February 19, 2024</u></p> Tuesday, February 20, 2024	<p style="text-align: center;"><u>Opens Sunday 2/18 @ 12:01 AM</u></p> All exams have the password: ready
Section 1.1 Homework <p style="text-align: center;"><u>ORES (retake) Unit 1 Exam (Chap. 7, 8, 9)</u></p> Section 1.2 Homework	Thursday, February 22, 2024 <p style="text-align: center;"><u>Monday, February 26, 2024</u></p> Tuesday, February 27, 2024	<p style="text-align: center;"><u>Opens Sunday 2/25 @ 12:01 AM</u></p>
Section 1.3 and 1.4 Homework Chapter 1 Quiz Section 2.1 Homework	Thursday, February 29, 2024 Sunday, March 3, 2024 Tuesday, March 5, 2024	
Section 2.2 Homework Section 2.3 and 2.4 Homework Chapter 2 Quiz	Thursday, March 7, 2024 Tuesday, March 19, 2024 Friday, March 22, 2024	
Unit 2 Reflection Quiz <p style="text-align: center;"><u>Unit 2 Exam (Chapters 1, 2)</u></p>	Saturday, March 23, 2024 <p style="text-align: center;"><u>Monday, March 25, 2024</u></p>	<p style="text-align: center;"><u>Opens Sunday 3/24 @ 12:01 AM</u></p>
Section 3.1 and 3.2 Homework <p style="text-align: center;"><u>ORES (retake) Unit 2 Exam (Chapters 1, 2)</u></p> Section 3.3 Homework	Thursday, March 28, 2024 <p style="text-align: center;"><u>Monday, April 1, 2024</u></p> Tuesday, April 2, 2024	<p style="text-align: center;"><u>Opens Sunday 3/31 @ 12:01 AM</u></p>
Chapter 3 Quiz PTL 4 Homework Section 4.1 Homework	Friday, April 5, 2024 Sunday, April 7, 2024 Tuesday, April 9, 2024	
Section 4.2 and 4.3 Homework Chapter 4 Quiz Section 6.1 Homework Section 6.2 Homework Chapter 6 Quiz	Thursday, April 11, 2024 Sunday, April 14, 2024 Thursday, April 18, 2024 Tuesday, April 23, 2024 Friday, April 26, 2024	

Unit 3 Reflection Quiz	Saturday, April 27, 2024	
<u>Unit 3 Exam (Chapters 3, 4, 6)</u>	<u>Monday, April 29, 2024</u>	<u>Opens Sunday 4/28 @ 12:01 AM</u>
<u>ORES (retake) Unit 3 Exam (Chapt. 3, 4, 6)</u>	<u>Saturday, May 4, 2024</u>	<u>Opens Thursday 5/2 @ 12:01 AM</u>
<u>Final Exam (covers whole course)</u>	<u>Wednesday, May 8, 2024</u>	<u>Opens Tuesday 5/7 @ 12:01 AM</u>

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