

**Instructor:** Melisa Meza \_\_\_\_\_ **Contact Phone:** (915) 747-5173 \_\_\_\_\_  
**CRN:** 16419/16386 **Day:** Mon and Wed **Room:** EDUC 211 \_\_\_\_\_ **Time:** 7:30 – 8:50 \_\_\_\_\_  
**Lab:** \_\_\_\_\_ **Day:** Friday \_\_\_\_\_ **Room:** ONLINE \_\_\_\_\_ **Time:** 7:30 – 8:50 \_\_\_\_\_

### HELP WITH THIS COURSE:

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1. Your instructor's office hours are dedicated to assist you. This information, as well as Program information is available at <https://www.utep.edu/developmentalmath/>.
2. A Developmental Math lab will be open for tutoring most days of the week. Your instructor will give you a schedule of hours, both in person and virtual.
3. Students requiring accommodations for physical or learning disabilities must contact the Center for Accommodations and Support Services, 106 East Union. If you are eligible for accommodations, you are responsible for presenting to your instructor any DSSO letter and instructions 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. The following contacts are for you if you are not able to resolve the issues involved.

Developmental Math Program Leader: Mrs. Rocio Myres Bishop  
Email: [rmyses2@utep.edu](mailto:rmyses2@utep.edu) cell: 915-227-6806

ALEKS Program Coordinator: Ms. Rosa Hernandez  
Email: [rmhernandez3@utep.edu](mailto:rmhernandez3@utep.edu)

Tutor coordinator: Dr. Israel Martinez  
Email: [imartinez6@utep.edu](mailto:imartinez6@utep.edu)

Associate Director of Entering New Students Experience: Mr. Alejandro Mena  
Email: [alemena@utep.edu](mailto:alemena@utep.edu) cell: 915-892-2127



## Questionnaire

Student Name: _____ Preferred 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

Do you have a computer/tablet which will run the ALEKS program and is available to you daily for homework? \_\_\_\_\_

**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:

## STUDENT CONTRACT

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, then sign and return it to your instructor when you are requested to do so.

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

- \_\_\_\_\_ 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 *in class*. If I do not want these discussions to take place inside the classroom it is my responsibility to inform my instructor and arrange another time.

### **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 2<sup>nd</sup> 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 Contract. (Average of 20 topics weekly and a minimum of 10 hours weekly)
- \_\_\_\_\_ Failure to meet the requirements of the ALEKS Student Deficiency Contract will result in either being dropped from the course or receive a failing grade.
- \_\_\_\_\_ Failure to take a scheduled Module 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 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 course as outlined in the syllabus will result in receiving a failing grade of "U" in the course.

### **Things NOT allowed during my time in 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 my own work and may not allow others to work on your ALEKS account.
- \_\_\_\_\_ No electronic devices (other than calculators) may be used to mathematically assist you during your work time on ALEKS. Phone apps, laptops, tablets or any other devices are not allowed during ALEKS work time.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_