

# UTEP

## ENTERING STUDENT PROGRAM/ DEVELOPMENTAL MATHEMATICS

iBienvenidos!  
Faculty office hours



FALL | 2023 | NCBM/12 WEEK MATH 0311



### COURSE OBJECTIVES:

- NCBM/MATH 0311 will satisfy your TSI requirement in advising and allow you to take coursework toward on-time degree completion
- NCBM/MATH 0311 will prepare you for success in college level mathematics
- NCBM/MATH 0311 will provide you with access to a team of instructors dedicated to your success

### INSTRUCTOR INFO

Professor: Melisa Meza  
Office: UGLC 324  
Office Phone: (915) 747-5173  
Cell Phone: (915) 247-5850  
Office Hours: M, W: 9:00 -10:00  
T, TH: 9:00 – 11:00  
Email: [mmeza18@utep.edu](mailto:mmeza18@utep.edu)

### Homework Form and Contract

Each week your instructor will discuss your progress with you. You will be provided with a progress chart which you are required to follow throughout the course. **You are required to complete an average of 4 topics per day in each module.** Each week topic goals must be met. Failure to meet your weekly goal will result in a warning.

If neither of the goals stated above are met, you will be given an ALEKS Student Deficiency Contract. This contract will specify goals and a timeline required to be completed by you, to remain in the class. In addition, you may be required to attend additional tutoring and/or lab time.

Failure to complete the targeted goals on time may result in being dropped from the course.

### TEXT

WE USE THE ALEKS PROGRAM AND NOTEBOOK. THE BOOK MUST BE PURCHASED IN THE UTEP BOOKSTORE. YOU MUST BRING IT TO EVERY CLASS SESSION.

ONLY THE NOTE PAGES, YOUR PERSONAL NOTES AND HELP SHEETS FROM THE TEXT WILL BE ALLOWED

## DROP POLICY:

- ✓ **You may be dropped from this course if.....**You are not registered on ALEKS and/or fail to complete your initial Knowledge Check by the 2<sup>nd</sup> day of class unless other arrangements are made with the Director.
- ✓ **You may be dropped from this course if.....**You fall behind in weekly percentage/topic requirements, hourly goal requirements, and/or fail to meet required goals on the deficiency contract.
- ✓ **You may be dropped from this course if.....**You fail to take a required course Knowledge check or Module Exam unless you make prior arrangements with your instructor.
- ✓ **You may be dropped from this course if.....** You exceed the allowed number of absences.

## ABSENCE POLICY:

- ✓ **During the NCBM** you are allowed one (1) class absence. Unless arrangements are made with your instructor, you will be dropped on the 2<sup>nd</sup> class absence. You may work with your instructor to make-up for your 2<sup>nd</sup> absence. Only one make-up class session will be allowed within the NCBM course.
- ✓ **During the 12-week course** you are allowed a total of three (3) class absences. Unless arrangements are made with your instructor, you will be dropped on the 4<sup>th</sup> class absence.
- ✓ You may work with your instructor to make-up for your 4<sup>th</sup> absence. Only one make-up class session will be allowed within the 12-week course.
- ✓ **Failure to attend the additional Lab class will result in an absence.**

## REQUIRED ADDITIONAL LAB:

**One hour of additional Lab time is required every week during BOTH the NCBM AND 12 week courses.**

This lab time has been assigned to you. Please check with your instructor for details.

## COURSE GRADE:

- ✓ You will receive a Grade of S\* for the NCBM portion once you have completed 100% of your NCBM ALEKS pie and taken the Goal Completion with a grade of 70% or better on or before the end of the fourth week of class.
- ✓ If you do not pass the Goal Completion Exam with a 70% or better, you will receive an incomplete and be allowed to work for two weeks to complete all NCBM topics. If you complete the topics by refilling the ALEKS pie to 100%, you will pass the NCBM and move to Math 0311. If you do not complete the topics and refill your ALEKS pie, you will fail the NCBM course, and you will be dropped from Math 0311.
- ✓ You will receive a Grade of S\* in MATH 0311 when:
  - You must complete Modules 1-3, (minimum of 6 topics required/day) to 100% and take each Module Exam no longer than the day of your designated date of your exam unless other arrangements are made with your instructor.
  - All Module Exams have been completed AND all the remaining topics are completed in order to take the Comprehensive Final Exam.

You must accumulate a minimum of 490 points from the following:

Module 1	50 pts
Module 1 Exam	100 pts
Module 2	50 pts
Module 2 Exam	100 pts
Module 3	50 pts
Module 3 Exam	100 pts
Notebook	50 pts
Final Exam	200 pts

- ✓ Note:
  - You must bring a picture ID to the Final Exam.
  - Average greater than or equal to 490 pts receive a passing grade of "S", Satisfactory
  - An average of less than 490 pts receive a failing grade of "U", Unsatisfactory.

## ALEKS REQUIRED KNOWLEDGE CHECKS:

- ✓ Scheduled Proctored NCBM Knowledge Checks are required on the first day of class, as well as the dates listed below. For the 12-week Math 0311: Scheduled Proctored Module Exams are required at the completion of each module. Module exams will only be given after completing ALL the topics in the module on the due date. If for any reason you do not complete the topics prior to the due date, you must immediately contact your instructor. **Failure to complete a module exam may be grounds for being dropped from the course.**
- ✓ If for any reason you must miss class on that day you must make prior arrangements with your professor to take the module exam within that same week. **Failure to take a scheduled module exam will result in being dropped from the course.**
- ✓ Module exams should be completed during a single class session. If you require more time, schedule additional time with your instructor.
- ✓ You are required to take and pass a proctored Final Exam.
- ✓ You may only use your ALEKS notebook on the Final Exam. NO OTHER NOTES OR "PRINT-OUTS" ALLOWED!!!
- ✓ You may use your personal computer for all work EXCEPT the Module exams and the Final.

**CALCULATOR:** The ALEKS program is equipped with a calculator for use in certain parts of the ALEKS course. You will also have access to the calculator in Windows. In addition, you may use a basic 4 function calculator. NO OTHER CALCULATOR WILL BE ALLOWED. If you are caught using a calculator, phone, web-based math program, or any other device you will be turned into the UTEP Office of Student Conduct and Conflict Resolution for cheating.

## REQUIRED HEADPHONES:

The ALEKS program provides videos to assist you as you learn new topics. Headphones during class time are required and will allow you to listen to these videos without disturbing other students.

## ALEKS REQUIRED MODULE REVIEWS AND EXAMS

### FIRST DAY

\*Initial KC and start of class

\*Week of Sept 4th  
NCBM Mid Term

\*Week of Sept 18th  
NCBM Goal  
Completion Exam

### Mod 1 Due:

OCT 8<sup>TH</sup> BY 11:59pm/

TR OCT 9th

### Mod1 Exam:

WEEK OF OCT 9<sup>TH</sup>

### Mod 2 Due:

MWNOV 5<sup>TH</sup> BY  
11:59pm/TR Nov 6

### Mod 2 Exam:

WEEK OF NOV 6<sup>TH</sup>

### Mod 3 Due:

MWNOV 26<sup>TH</sup> BY  
11:59pm/TR Nov 27

### Mod 3 Exam:

WEEK OF NOV 27<sup>TH</sup>

### Final Exam:

## CREATING YOUR ALEKS ACCOUNT:

1. Go to [www.aleks.com](http://www.aleks.com) and click on yellow box which says, "new user sign up now". (Even if you have used ALEKS before, please click on the new user link anyway.)
2. There will be two boxes, look for the box on the left and enter the following code: \_\_\_\_\_
3. Next you will see your instructor's name and the name of your course. If it is correct, continue.
4. Next you will be asked if you have ever used ALEKS before. Choose "I have never used ALEKS before or I do not have an ALEKS login name". (Even if you have used ALEKS before, please click this option anyway)
5. Open your textbook and remove the ALEKS card. Enter the code in the spaces provided.
6. Fill in the profile.
7. You can record your username and password here:
  - a. USERNAME: \_\_\_\_\_
  - PASSWORD: \_\_\_\_\_
8. Complete the tutorial and start working.

## FAQs:

**What if I can't afford my book by the first day of class?** Book loans are available to most students even if you are not eligible for financial aid. Go to <https://loans.utep.edu/> and select the third option to apply for a book loan. This will allow you to receive funds which may be used only in the UTEP Bookstore.

**What if my computer won't run ALEKS at home?** Call ALEKS tech support at [800-258-2374](tel:800-258-2374).

**What if I have to miss class?** Make-up sessions may be done in any of the following ways by working out the details with your instructor.....

- Attend any instructor's session, providing they have room for you, and inform them you need to do a make-up class.
- It is your responsibility to request proof of attendance from that instructor.
- Attend additional hours during lab and let the instructor know you are doing a make-up.

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

**What if I get dropped?** If you get dropped from the NCBM class you cannot be reinstated. If you are in danger of being dropped from the 12 Week MATH 0311 course due to falling behind in topics, hours, or excessive absences, please talk to your instructor immediately. Your instructor will be able to advise you and provide options if any are available. Failing to discuss options with your instructor and/or failing to meet deficiency goals will result in being dropped.

## Contact Info for HELP

Developmental Math Program Leader: Mrs. Rocio Myres Bishop

Email: [rmyres2@utep.edu](mailto:rmyres2@utep.edu) cell: 915-227-6806

ALEKS Program Coordinator: Mrs. Rosa Hernandez

Email: [rmhernandez3@utep.edu](mailto:rmhernandez3@utep.edu)

Tutor coordinator: Dr. Israel Martinez

Email: [imartinez6@utep.edu](mailto:imartinez6@utep.edu) cell:

Associate Director of Entering New Students Experience:

Mr. Alejandro Mena Email: [alemena@utep.edu](mailto:alemena@utep.edu) cell: 915-892-2127

**ALEKS**  
**Customer Service**  
**number:**  
**800-258-2374**

**What if I need to drop the class?** All requests to drop the course require a face-to-face meeting and must be approved by the Associate Director of Entering New Students Experience Mr. Alejandro Mena. If you need to withdraw after the University withdrawal date, please contact your instructor for assistance.

**What if I need special accommodations?** Please contact the Center for Accommodations and Support Services, 106 East Union. If you are eligible for accommodations, you are responsible for presenting to your Instructor any DSSO letter and instructions

**May I bring food or drinks into the lab with me?** Bottled drinks with screw on caps may be brought into the lab. No other food or drink allowed.

**What is the policy concerning cell phones, other electronics, and personal belongings?** Cell phones may not be used in the classroom at all. This includes, but isn't limited to, sending/receiving text messages, listening to music, checking email, looking at websites (Including social media), or using your device as a calculator. Your instructor may ask you to leave all personal belongings in an area away from the computers as you walk into the classroom. If you have an emergency and need to use your phone, you must step out of the classroom

Daniel Halenar, Technology Specialist



Lupe Mercado, Office Manager

## COVID-19 PRECAUTIONS

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to [covidaction@utep.edu](mailto:covidaction@utep.edu), so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear facemasks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org).

## COURSE RESOURCES: WHERE YOU CAN GO FOR ASSISTANCE

UTEP provides a variety of student services and support:

### 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.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

### 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.