

**NCBM/ MATH 0311 CRN: 18704/16863 FALL 2019**  
**TR 1:30 – 2:50 PM EDUC 211**

Professor's Name: Melisa Meza

Email: mmeza2@utep.edu

Office: EDUC 209

Office Hours: TR 6:00 – 7:30 @ EDUC 215C

Phone: (915) 747-5173

LAB: F 7:30 – 8:50 EDUC 215C

Class Final Exam Time: Thursday, Dec 12 1:00 – 3:45 PM

**The customer service number for ALEKS is 800-258-2374.**

**COURSE OBJECTIVES:**

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

**TEXT:** This class utilizes the ALEKS program and notebook. This book must be purchased in the UTEP Bookstore. Don't buy it online because typically the code for ALEKS will be missing. You must bring it to every class session; only the note pages and help sheets from the text will be allowed during all Knowledge Checks and Exams.

**ALEKS HOMEWORK FORM:** Each week your instructor will discuss your progress with you. You will be provided with an individualized progress chart which you are required to follow throughout the course. Each week **either** the hourly **and** topics goals must be met **OR** you must be one week ahead of the topics progress chart requirement. Failure to meet your weekly goal will result in a warning.

**ALEKS STUDENT DEFICIENCY CONTRACT:** If neither of the goals as stated above are met, you will be given an ALEKS Student Deficiency Contract. This contract will specify goals and a timeline required to be accomplished by you, to remain in the class. Failure to complete the targeted goals on time may result in being dropped from the course. In addition, you may be required to attend additional tutoring and/or lab time.

**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 and fail to meet required goals on the deficiency contract.
- ✓ **You may be dropped from this course if.....**You fall behind in hourly goal requirements and fail to meet the required goals on the deficiency contract.
- ✓ **You may be dropped from this course if.....**You fail to take a required course Knowledge Check 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 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 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.

**ALEKS REQUIRED Knowledge Checks:**

- ✓ **Scheduled Proctored NCBM Knowledge Checks are required on the first day of class, as well as Sept 6<sup>th</sup> and a Goal Completion on Sept 20<sup>th</sup>. For the 12-week Math 0311 course you will have an initial Knowledge Check on the week of Sept 23<sup>rd</sup> and proctored Knowledge Checks on the weeks of Oct 7<sup>th</sup>, Nov 4<sup>th</sup>, and your final exam.** If for any reason you must miss class on that day you must make **prior** arrangements with your professor to take the Knowledge Check within that same week. **Failure to take a scheduled Knowledge Check will result in being dropped from the course.**
- ✓ Knowledge Checks 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 Knowledge Checks and the Final.

**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 on or before the end of the fourth week of class.
- ✓ You will receive a Grade of S\* for the MATH 0311 portion, once you have completed 90% of your 12-week MATH 0311 ALEKS pie and passed a Final Exam with a grade of 70% or better.
- ✓ Note:
  - You must bring a picture ID to the final exam.
  - Make up classes must be completed prior to taking a Final Exam.
  - If you fail the final exam you will receive a grade of "U", Unsatisfactory.
  - If you fail the Final Exam you may re-fill your pie to 90% and re-take the Final Exam. This must be done during the confines of the semester unless other arrangements are made with your instructor.
  - Once you complete this course by successfully passing the Final Exam you are no longer required to attend the class.

**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. 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.***

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### 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:  
    USERNAME: \_\_\_\_\_  
    PASSWORD: \_\_\_\_\_
8. Complete the tutorial and start working.

### TUTORING:

✓ **Face-to-Face MATH TUTORING:**

A tutoring lab is available to provide you with math help, make-up classes, or work on your homework. Hours will be posted in the labs after the first week of the semester. Please ask your instructor for further details.

Classroom labs are also available for extra help and make-up classes. Seating will be first come, first served. Please note if the lab is full you will need to return at a later time.

✓ **REQUIRED ADDITIONAL LAB:** A required Lab component is part of your NCBM/MATH 0311 course and must be attended weekly. You must attend during your scheduled time for at least one hour weekly. Failure to attend will result in a course absence. (See absence policy for more information)

✓ **ONLINE TUTORING:**

Online tutoring will allow you to have access to our developmental math tutor during certain evening and weekend hours. You will be able to see a “whiteboard” where you and the tutor will be able to write your math problem and work through the solution. There will be information provided during your first week of class to give you program details.

**FAQs:**

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**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**.

**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 get dropped from the 12 week MATH 0311 course you may still work on ALEKS, attend class, come to extra sessions, attend lab, and use online tutoring. If you build your pie up to 90%, your original instructor will give you a Final Exam. If you pass it with a 70% or more, they will add your name back to the roster and give you credit for the course.

**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 Director of Developmental Mathematics, Mrs. Denise Lujan.*** The University's withdrawal date for the NCBM course is Sept 13<sup>th</sup>. The withdrawal date for the 12 week course is Nov 22<sup>nd</sup>. If you need to withdraw after that 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

**HELP WITH THIS COURSE:**

1. Your instructor's office hours are dedicated to assist you. This information, as well as Program information is available at <http://academics.utep.edu/default.aspx?tabid=17404>.
2. A Developmental Math lab will be open for tutoring on Friday of each week. Other online tutoring will also be available (see the "Online Tutoring" section above).
3. Students requiring accommodations for physical or learning disabilities must make arrangements with the Center for Accommodations and Support Services, 106 East Union. If you are eligible for accommodations, you are responsible for presenting to your instructor any DSSO letter and instructions as early as possible in the semester.
4. Tell your instructor if you are in any special programs such as: Athletics, Veterans, ISP, SSSP, START, CAMP, etc.

**CONTACT INFORMATION:**

If you have concerns regarding your grade, course, etc.... speak with your instructor first. They will advise where you can go for help. If the issue cannot be resolved your next step is to speak to the Director, Denise Lujan located in Education 205.

<b>Director of Developmental Mathematics</b>	<b>Denise Lujan</b> By appointment	cdlujan@utep.edu	915-497-6687
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If you have issues with ALEKS please speak with Alex Mena in Education 211

<b>ALEKS Coordinator</b>	<b>Alex Mena</b>	alemna@utep.edu	915-892-2127
Office Hours EDUC Rm 211	By appointment		

If you have issues with registration, syllabus, and other course issues please speak with Marsha Cardenas in Education 205.

<b>Program Coordinator</b>	<b>Marsha Cardenas</b>	mghodge@utep.edu	915-491-0949
Office Hours: EDUC Rm 205	By appointment		

## 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 the required weekly amount of time and gain the required percentage will result in receiving an ALEKS Student Deficiency Contract.
- \_\_\_\_\_ 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 Knowledge Check 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, or failure to attend class may result in being dropped from the course or receive a failing grade.
- \_\_\_\_\_ Class time is for ALEKS work only and the computer may not be used for any other purpose. The use of websites other than ALEKS during class time will result in an absence being counted against you.
- \_\_\_\_\_ Failure to complete the MATH 0311 ALEKS program to 90% and successfully pass the proctored comprehensive Final Exam by the end of the course with a minimum score of 70% will result in receiving a failing grade of "U" in the course.
- \_\_\_\_\_ **All Requests for DROP require a face-to-face meeting with Mrs. Denise Lujan**

### **Things NOT allowed during my time on the math program and which can result in disciplinary action against me. Students in violation of these policies will be turned over to the UTEP 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 may be used to mathematically assist you during your work time on ALEKS. Calculators, phone apps, laptops, tablets or any other devices are not allowed during ALEKS work time.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Questionnaire

Student Name: \_\_\_\_\_

Contact Information:

Cell Phone: \_\_\_\_\_ Working Email: \_\_\_\_\_

**UTEP Information:** Major \_\_\_\_\_ Classification \_\_\_\_\_

Have you taken MATH 0311 at UTEP before? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, when and with what instructor? \_\_\_\_\_

Next Math course needed (please check)

\_\_\_\_\_ 1319    \_\_\_\_\_ 1320    \_\_\_\_\_ 1380    \_\_\_\_\_ 1508    \_\_\_\_\_ not sure

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

Where do you work? \_\_\_\_\_ How many hours per week? \_\_\_\_\_

How many course hours are you taking at UTEP? \_\_\_\_\_

Other issues which cause time management problems (*please specify*) \_\_\_\_\_

**Special Programs:** Are you an international student?    Yes \_\_\_\_\_ No \_\_\_\_\_

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

Other interests or extra-curricular activities you have:

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_