

**Instructor:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_  
**CRN:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Room:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**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 <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>	alemena@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 and complete the required weekly topics 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 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 MATH 0311 ALEKS to 90% and successfully pass the proctored comprehensive Final Exam by the end of the course with a minimum score average 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 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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