

Instructor: _____ **Contact Phone:** _____
CRN: _____ **Day:** _____ **Room:** _____ **Time:** _____

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.

Director of Developmental Mathematics	Denise Lujan By appointment	cdlujan@utep.edu	915-497-6687
--	---------------------------------------	------------------	--------------

If you have issues with ALEKS please speak with Alex Mena in Education 211

ALEKS Coordinator	Alex Mena	alemena@utep.edu	915-892-2127
Office Hours: EDCU Rm 211	By appointment		

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

Program Coordinator	Marsha Cardenas	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 understand that being dropped from this course will cause me to be dropped from MATH 1320
- _____ 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 2nd 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 a CoReq Student Deficiency Contract. (Average of 4 topics required per day)
- _____ Failure to meet the requirements of the CoReq Student Deficiency Contract will result in either being dropped from both MATH 0312 and MATH 1320 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 both MATH 0312 and 1320, or receive a failing grade.
- _____ Exceeding the allowed amount of absences, or failure to attend class may result in being dropped from both MATH 0312 and 1320 or receive a failing grade.
- _____ Class time is for MATH 0312 work only and the computer may not be used for any other purpose. The use of websites during class time will result in an absence being counted against you.
- _____ Failure to complete the MATH 0312 ALEKS modules to 100% and the proctored comprehensive Final Exam by the end of the course with a minimum average 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 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:

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 understand that being dropped from this course will cause me to be dropped from MATH 1320
- _____ 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 2nd 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 a CoReq Student Deficiency Contract. (Average of 4 topics required per day)
- _____ Failure to meet the requirements of the CoReq Student Deficiency Contract will result in either being dropped from both MATH 0312 and MATH 1320 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 both MATH 0312 and 1320, or receive a failing grade.
- _____ Exceeding the allowed amount of absences, or failure to attend class may result in being dropped from both MATH 0312 and 1320 or receive a failing grade.
- _____ Class time is for MATH 0312 work only and the computer may not be used for any other purpose. The use of websites during class time will result in an absence being counted against you.
- _____ Failure to complete the MATH 0312 ALEKS modules to 100% and the proctored comprehensive Final Exam by the end of the course with a minimum average 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 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:** _____