

**MATH 0312 CRN: 36150 UTEP PREP 2020**

Professor's Name: Rosa Hernandez

Office: Blackboard Virtual Office

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Class Final Exam: Monday, July 30<sup>th</sup>.

**The customer service number for webAssign is 800-352-9706.**

**COURSE OBJECTIVES:**

- MATH 0312 will satisfy your TSI requirement in advising and allow you to take coursework toward on-time degree completion
- MATH 0312 will prepare you for success in college level mathematics
- MATH 0312 will provide you with access to a team dedicated to your success

**TEXT:** Beginning and Intermediate Algebra: A Guided Approach. 7<sup>th</sup> Edition with WebAssign access code.

**TECHNOLOGY/MATERIALS:** Scientific Calculator

WebAssign account is required

**WebAssign:**

WebAssign is an online Course Management System of Cengage, the publisher of our text. You must have reliable internet in order to take an online course. You will use the instructions below to access and register for WebAssign. **For this specific course, access code is free.**

**Instructions to access and register for WebAssign:**

To enter your course on WebAssign on June 22th:

1. Use Mozilla Firefox, Google Chrome, or Safari since WebAssign works best with these browsers.
2. Go to [www.webassign.net](http://www.webassign.net)
3. Click on "Enter Class Key"
4. Enter the class key given by your instructor: utep 4060 5534
5. Verify the section number and instructor name, then enter your information. Please make sure that you use your miners email and that you remember the password that you create.
6. The next time you log in, click on "Log In" and enter your miners' email and the password that you created.

You will also need to install the free WebAssign Lockdown Browser. You can find the download, and all relevant information, here: [https://www.webassign.net/manual/student\\_guide/install-lockdown-browser.htm](https://www.webassign.net/manual/student_guide/install-lockdown-browser.htm)

The lockdown browser will not be an active browser; it will only be enabled for exams. WebAssign will automatically activate the lockdown browser when it needs to, you will always use your regular browser (Chrome, Firefox, or Safari) to enter WebAssign.

### **HOMEWORK AND ASSIGNMENTS:**

All work, including homework and exams, will take place through WebAssign. You will find all assignments on [www.webassign.net](http://www.webassign.net).

Most of your work will come in the form of Homework (20%). Students will be responsible to access WebAssign to read lessons in the e-book, ask questions about the lessons and submit each assignment on time.

Exams are timed to complete in two hours. There will be 15 – 20 questions on each of the three exams. An exam review will be available. Exams will be available for a 24-hour period on specified date. Review exams will count as a homework and it will be extremely valuable in order to study for your exam. Exam password for exams 1, 2, and 3 is the word: **ready**.

You will have a comprehensive final exam. This exam will be available for a 24 hour period according to the class calendar. Your final exam will have a time limit of two hours and forty-five minutes (165 minutes) and will have a password of: **ready**.

For all timed assignments, the clock begins once you type the password. The clock will not stop for any reason, not even if you log out. For this reason it is important to check for any updates on your computer prior to beginning the timed assignments.

**HOMEWORK ASSIGNMENT SETTINGS.** Each question has 5 attempts. The entire question needs to be submitted at once (if it has more than one answer). You will be able to see the answer to the problem you just submitted. After each submission, the numbers will randomize. It is recommended you get help after the 3<sup>rd</sup> incorrect submission rather than waiting till you're out of attempts to get help.

### **ATTENDANCE AND DROP POLICY:**

You are expected to work toward completion of the course assignment daily. You are expected to attend all class meetings via Blackboard Collaborative Ultra. However, if you do not submit any assignments onto WebAssign for three consecutive business days, then you will be dropped from this class due to lack of effort. You are expected to check Blackboard and your miners email regularly for announcements as well as the WebAssign Announcement section. . Anyone who has not registered for WebAssign and has not submitted any assignments into WebAssign by Thursday, June 25<sup>th</sup> at 11:59 PM will be **dropped** from the course due to lack of effort. I will be monitoring who has not registered after the first day and sending reminder emails. You must check your miners email regularly for announcements as well as the WebAssign Announcement section.

## MAKE-UP POLICY

If you feel like you have some extenuating circumstance or have an excused absence that will keep you from completing the assignment in a timely manner, please contact me right away and be prepared to show supporting documentation.

University Sponsored Events: (conferences, student athletes, etc...) The student needs to inform me of any traveling conflicts before they leave and make adequate arrangements to make up the missed material with one week of returning. Failure to do so, will result in the forfeiture of points.

**Exam:** A make-up exam will only be given in extraordinary circumstances (severe illness, death in immediate family), and with appropriate documentation (e.g. doctor's note).

## COURSE GRADE

Your overall grade will consist of the weighted average of your scores from the daily homework, the three exams, and the final exam. **If it benefits you, the score you receive on the final exam will replace your lowest exam score.** Final exam is required.

20%	Homework Assignments
15%	Exam I
15%	Exam II
15%	Exam III
35%	Final Exam

Letter grades are determined according to the following scale:

Grade	Score
S*	70-100
U*	<70

## COURSE CALENDAR

comprehensive course calendar is attached at the last pages of this syllabus. Semester highlights are included.

- June 22 – Classes Begin
- July 24- Drop Day
- July 31 – Last Day of Classes
- July 30 – Final Exam

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**FAQs:**

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**What if my computer won't run webassign at home?** Call WEBASSIGN tech support at **800-352-9706**.

**What if I need special accommodations?** If you need classroom accommodations for your success, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu) For additional information, please visit the CASS website <https://www.utep.edu/student-affairs/cass/>

The student is responsible for informing me of the accommodations needed and will be responsible for proactive actions in regard to having accommodations met

If you are a military student with the potential of being called to military service and /or training during the course of the semester, you are encouraged to contact your instructor as soon as possible.

**Where can I find a tutor online?** The MaRCS tutoring center offers free tutoring, click here for more information: <https://www.utep.edu/science/math/marcs/> or via email [marcs@utep.edu](mailto:marcs@utep.edu). There are several useful features of WebAssign designed to give extra help. **Please also make use of the instructor's office hours.**

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**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. 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.
3. 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.** He/She will advise where you can go for help. If the issue cannot be resolved your next step is to speak to:

Marsha Cardenas	Program Leader	<a href="mailto:mghodge@utep.edu">mghodge@utep.edu</a>
Alejandro Mena	Entry Student Experience	<a href="mailto:alemena@utep.edu">alemena@utep.edu</a>
Denise Lujan	Entry Student Experience	<a href="mailto:cdlujan@utep.edu">cdlujan@utep.edu</a>

