

UTEP

DEVELOPMENTAL MATHEMATICS

FALL | 2020 | MATH 0312 COREQ

iBienvenidos!
Faculty office hours



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 of instructors dedicated to your success

INSTRUCTOR INFO

Mrs. Rocio Myres Bishop

Office: Online

Office Hours: M/W 9:00am-10:30a

TR 12:00pm – 2:00pm

Email: myres2@utep.edu

Cell: 915-227-6806

TEXT and EXAMS

-WE USE THE ALEKS PROGRAM AND NOTEBOOK. THE BOOK IS BUNDLED WITH THE CODE AND MUST BE PURCHASED THROUGH THE UTEP BOOKSTORE. YOU MUST USE IT FOR EVERY CLASS SESSION.

-YOU MUST PURCHASE THE VIDEO ENABLED LOCKDOWN BROWSER FEATURE. YOU WILL RECEIVE A PROMPT TO DOWNLOAD AND PAY FOR THE FEATURE DURING YOUR FIRST EXAM.

Homework and Required Goals

Each week your instructor will meet with you to discuss your progress. 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. Each week, topic goals must be met. Failure to meet your weekly goal will result in a warning.

Failure to meet topic goals two weeks in a row will result in a CoReq Student Deficiency Warning given. This warning will specify goals and a timeline required to be accomplished 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 MATH 0312. If you are dropped from Math 0312 you WILL BE DROPPED from your MATH 1320 course.

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 2nd 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 warning form.
- ✓ **You may be dropped from this course if.....** You exceed the allowed number of absences and/or fail to work on your ALEKS program for an accumulation of two weeks.
- ✓ **You may be dropped from this course if.....**You have extremely low performance on the average grades of your Module 1 and 2 exams. If you are dropped from the course due to low performance exam grades, you will also be dropped from your MATH 1320 class.

ABSENCE POLICY:

- ✓ You are allowed a total of two (2) class absences. Unless arrangements are made with your instructor, you will be dropped on the 3rd class absence.
- ✓ You may work with your instructor to make-up your 3rd and 4th absence. Only two make-up class sessions will be allowed within the semester.

COURSE GRADE:

- ✓ You will receive a Grade of S* in MATH 0312 when:
 - You must complete Modules 1-3, (minimum of 4 topics required/day) to 100% and take each Module Exam.
 - All Module Exams have been completed AND all the remaining topics are completed in order to take the Comprehensive Final Exam.

You must accumulate an average of at least 70% from the following:

- Module 1 – 15%
- Module 2 – 15%
- Module 3 – 15%
- Comprehensive Final Exam – 40%
- Discussion Boards 15%

- ✓ Note:
 - You may be required to show a picture ID for the Final Exam.
 - Average greater than or equal to 70% receive a passing grade of "S", Satisfactory.
 - Average less than 70% receive a failing grade of "U", Unsatisfactory.

ONLINE TUTORING:

Online tutoring will allow you to have access to our developmental math tutors during certain hours specified by your instructor. The tutors are available to help you with your math, answer questions, and help keep you on track with the course. If you fall behind, you may be required to access online tutoring frequently until you catch up to your required goals.

Tutors will be available on Blackboard in the "Open Tutoring Lab" class link which your instructor will provide for you. Please be sure to ask your instructor for more details and specific times available for help.

A Webcam and microphone are required for use during class, all exams, the final exam, and tutoring.

ALEKS REQUIRED KNOWLEDGE CHECKS:

- ✓ **Scheduled Proctored Module Exams are required at the completion of each module.** (See dates below)
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 as well as MATH 1320.***
- ✓ 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 all Knowledge Checks and the Final Exam using the ALEKS Respondus Lockdown Browser Video Monitoring feature. Payment will be required at the first Knowledge Check. Webcam and microphone are required.**
- ✓ Only ALEKS notebook notes may be used for Knowledge Checks and the Final Exam. NO OTHER NOTES OR "PRINT-OUTS" ALLOWED!!!

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.

It is also strongly recommended that you have available a personal calculator for use during the course. The same calculator you use for MATH 1320 will be sufficient.

ALEKS REQUIRED KNOWLEDGE CHECKS

FIRST DAY

Initial KC and start of class

WEEK OF SEPT 21TH

Module 1 Exam

WEEK OF OCT 19TH

Module 2 Exam

WEEK OF NOV 16TH

Module 3 Exam

CREATING YOUR ALEKS ACCOUNT:

1. Go to 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: **GX4TH-VEJAC**
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:

Where do I get my book? Control and click here [ALEKS Student Notebook](#) or Copy and paste the following link into your browser <https://www.bkstr.com/texaselpasostore/product/math-0311-w--aleks-access-code--custom--686156-1> This will take you to the UTEP bookstore and the specific page where you can purchase the book. Please buy the

book from the bookstore to avoid several scams from individuals selling a similar product but with a used or missing ALEKS code.

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? ALEKS tech support: **800-258-2374**. UTEP Help Desk: **915-747-5257**

What if I miss class? Make-up sessions may be done by working out the details with your instructor.

What if I get behind in Topics? You may make up topics working from home, extra sessions with your instructor as available, or using online tutoring.

What if I get dropped? If you are in danger of being dropped from the 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 from both Math 0312 and MATH 1320.

Contact Info for HELP

Developmental Math Program Leader: Mrs. Marsha Cardenas

Email: mghodge@utep.edu cell: 915-491-0949

ALEKS Program and Tutor Coordinator: Mrs. Rocio Bishop

Email: rmyres2@utep.edu cell: 915-227-6806

Associate Director of Entering New Students Experience: Mr. Alejandro

Mena Email: alemena@utep.edu cell: 915-892-2127

ALEKS

**Customer Service
number:**

800-258-2374

What if I need to drop the class? The University's withdrawal date is **OCT 30th**. If you need to withdraw after that date, please contact your instructor for assistance.

What if I need special accommodations? If you are eligible for accommodations, you are responsible for presenting to your Instructor any DSSO letter and instructions. The ADA requires that reasonable accommodations be provided for students with disabilities. Please contact CASS at 747-5148, Union East 106, or cass@utep.edu.

What is the policy concerning cell phones, other electronics, and personal belongings? Cell phones may not be used during class time 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 a separate device as a calculator.

What is Academic Integrity? Scholastic dishonesty is **never** tolerated by UTEP. All suspected cases are reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for review. For more info, click [here](#).

What if I have more than one final exam at the same time? Exemption from final examination may not be given. Final examinations are scheduled to be two hours, forty-five minutes in length and take place during the final examination period. It is the policy of the university not to administer a second final examination in the course. It is also university policy that students shall not have more than two final examinations in a single day. In the unlikely event that the examination schedule results in a student having three final examinations on a single day, the faculty member upon the request of the student shall reschedule the second of that student's three examinations.

Course Management System

Blackboard Ultra is the online course management system we will use throughout the semester. In Blackboard you can view the syllabus, course calendar, and other supplemental material related to the course. You can also send e-mails to your classmates or instructional team. You must check Blackboard daily for course announcements, assignments and updates.

Blackboard is accessible from your page on my.utep.edu, using your UTEP email user id and your Goldmine password. The UTEP Blackboard App is great for course announcements, emails, and discussions. However, a desktop or laptop computer is recommended for downloading and/or reading course materials, uploading documents or submitting assignments. Call the Help Desk, 747-5257 (off campus), if you need help with access.

Should Blackboard go down for maintenance or other LMS interruptions, email your instructor for assistance

Technical Requirements

You must have computer with internet access. This course cannot be completed without access to a computer or the Internet. Inability to complete an assignment due to the limitations of the Blackboard application, ALEKS, or the Respondus Lockdown Browser and Monitoring Feature on phones or tablets is not an acceptable reason to miss an assignment or not follow deadlines or direction. A web browser that supports Blackboard, ALEKS, and Respondus Lockdown Browser with Monitoring is required. You must also have access to a webcam and microphone for use during class, exams, the final exam, and online tutoring.

Netiquette Guidelines

- Be respectful of other's ideas, opinions, and beliefs. It's fine to disagree with someone, but please respect their right to think differently. Do not attack or insult your classmates, tutors or instructor.
- When responding to posts, be sure to address the idea and not the person. You should never use insults or resort to name-calling, as neither are appropriate in an academic setting. With that said, keep in mind that interacting online doesn't allow for the use of facial expressions and other non-verbal cues to convey meaning; be cautious of the tone used in your posts and don't assume an emoticon (☹) will convey your tone or intent.
- All inappropriate posts/emails will be reported to UTEP's Office of Student Conduct & Conflict Resolution office for review

CLASS RECORDINGS

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. You may not share recordings outside of this course. Doing so may result in disciplinary action.

COURSE COMMUNICATION: HOW WE WILL STAY IN CONTACT WITH EACH OTHER

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held on Blackboard Collaborate using a link I will provide for you during the first week of class.
- Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.



Daniel Halenar, Technology Specialist

Lupe Mercado, Office Manager