

## COURSE SYLLABUS – MATHEMATICS FOR BUSINESS (Q)\*

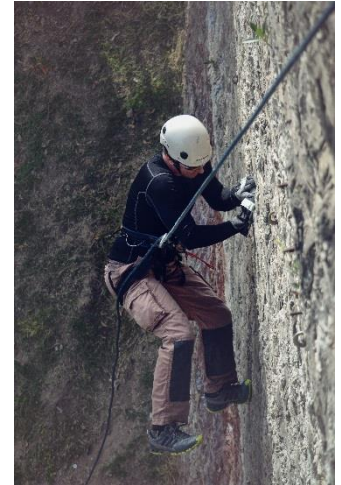
### MAT 1053 – Fall 2018

**Course Goals:** The primary goal of this course is to prepare students for future quantitative work, either in a calculus sequence or directly in their majors. In either case, this course is a mandatory prerequisite because:

- the particular mathematical skills learned here will be needed for later coursework, and
- future quantitative courses will require the ability to approach, understand, and solve new problems.

To get into the proper mindset to achieve these course goals, it is helpful to think of the following analogy: Learning algebra is like learning to rock climb. In rock climbing, you certainly have to become familiar with how to use all of the gear, how to tie the right knots, where to place your hands and feet, and you must train your body regularly to build strength and stamina. Similarly, in algebra you need to learn all of the definitions and formulas, how to apply the techniques, how to recognize one problem type from another, and you must practice regularly to build your mental prowess.

In rock climbing, all of that knowledge is only part of the battle. Halfway up a cliff, you will encounter problems you didn't expect when you were standing at the base. At that point, you must take what you learned and apply it in new and sometimes unexpected ways to continue your climb and reach the summit. Likewise, in learning algebra you must strive for a deeper understanding of the concepts, and the relationships between them, so that you are able to continue the climb through your major coursework, and eventually reach the summit of graduation.



In choosing a major that requires this course, you have made the decision to commit to developing both your mathematical skills and your ability to solve new problems. With the idea that everything we do in this course is focused on one or both of those goals, you are ready to proceed through the rest of this syllabus, which describes all the ways you will be supported in your journey.

**Course Structure:** The following is a listing and description of all of the elements of the course that will be required of students each week. Student success research indicates that students require approximately 9-12 hours of study per week for a 3-credit-hour course. Think of these elements as a guide in making the most of that study time.

- **Pre-Class Work:** It is important that students read the textbook to prepare for class, but we recognize the challenges in doing so. This is why we have created guided reading notes to assist students in identifying the most important information in a section, and help them start to think about the material before attending class.
- **Class Meeting:** With the pre-class work complete, and students ready to learn, weekly class meetings will involve examination of the relationships between concepts, hands-on group work, and questions to push students to a deeper understanding of the topics, all guided by the instructor.
- **WeBWork Assignments:** Between classes, students will practice with online problems using the WeBWork software, which allows for multiple attempts and instant feedback. Help-resources link questions to textbook examples, notes, and videos, to help students as they practice.
- **MMSSC Success Center Hours:** To provide an ideal atmosphere in which our students can learn, we have created the MMSASC Success Center. In their required weekly hours, students will have access to help from Peer Learning Assistants (PLAs) who understand the material, as well as resources such as calculators and laptops. In particular, students should use this time to complete their pre-class work and their WeBWork assignments, with PLAs ready and waiting to assist them in reaching their course goals.
- **Math Gym Session (OPTIONAL):** Guided hands-on practice is key to both learning math and developing problem solving skills. The Math Gym has been developed to work out your mental muscles in a small group setting, with the guidance of one of our qualified learning assistants. These sessions are available throughout the week, and students will register for one that fits their schedule.

\* Courses that have been designed to integrate quantitative literacy are designated as Q-courses. Courses with the "Q" designation enable students to develop their data-reasoning skills.

# Math Matters

This course is part of Math Matters, a program started under the UTSA PIVOT for Academic Success grant from the US Department of Education, and further supported by a UT System Q-Leap Award. Below are listed the mission, vision, and goals of the Math Matters program. More information can be found on the [Math Matters](#) website.

**Mission:** The Math Matters program embraces a culture of student success by involving students, faculty, and staff, in a multimodal learning environment through innovative and adaptive approaches to learning math by doing math.

**Vision:** To redefine student success in math by transcending the classroom and extending the learning experience through the implementation of the Emporium model with the Math Matters Student Success Center.

**Goals:** Our goal is student success, as defined by the development of student learning and problem solving skills through student, faculty, and peer engagement to increase persistence in STEM and Business majors.

This is accomplished by

- redesigning supported courses in the Emporium model to establish greater course consistency;
- requiring active learning to ensure students are “doing” math, utilizing instructional software with built-in, automated feedback;
- incorporating multiple learning preferences, with interactive technology, on-demand tutoring, small group study sessions, classroom lectures, and evaluative assessment;
- providing an inclusive and welcoming environment with highly available, personalized assistance and appropriate resources;
- offering textbook and learning resources that are free to the student (Open Educational Resources);
- performing frequent evaluation of program and student outcomes, to allow for continuous improvement;

and will result in

- increased first attempt completion (with C or better) of supported math courses;
- increased student retention in the STEM and Business math course sequences;
- increased student satisfaction and sense of belonging in supported math courses.

**The Math Matters Success Team:** The program is supported by a dedicated team of staff and instructors, all of whom are devoted to student success. Some of the key members include:

- Cyndi McCowen, Math Matters Student Success Center Lead, [cynthia.mccowen@utsa.edu](mailto:cynthia.mccowen@utsa.edu)
- Jonathan Brucks, Math Matters Instructional Lead, [jonathan.brucks@utsa.edu](mailto:jonathan.brucks@utsa.edu)
- Matthew Schurmann, Program Coordinator, [matthew.schurmann@utsa.edu](mailto:matthew.schurmann@utsa.edu)
- Brendan Nadeau, System Analyst, [brendan.nadeau@utsa.edu](mailto:brendan.nadeau@utsa.edu)

## Instructor Information:

See your individual course syllabus, available on Bluebook at <https://bluebook.utsa.edu/>, for instructor-specific information.

**Required Materials:** We recognize the financial burden that paying for college places on students, and are dedicated to minimizing that burden in any way we can. In this course, that means utilizing free and open-source, quality textbooks, along with a free and open-source online homework platform. In fact, the only things students in this class will have to pay for, after tuition and fees, are the print costs for worksheets, a scientific calculator (though the Success Center has them available to checkout), and pencil and paper.

**Textbook:** The *FREE* online textbooks, titled *College Algebra* and *Introductory Business Statistics*, available on the OpenStax website [here](#), will be used in this course. Links to this site, as well as a PDF copy of the text, are available on the student dashboard in our [WeBWork](#) course, and students may optionally choose to purchase a hard copy through Amazon, if they desire.

**Software:** The *FREE* online program WeBWork will be used to work weekly homework and quiz assignments, as well as online portions of exams in this course. Students are automatically enrolled in the program at the start of the semester, and can find a link to their course on the [Math Matters](#) website, or [here](#). Students will use their myUTSA ID (abc123) and passphrase to log in.

**Attendance:** An *iClicker2* remote is required to log attendance in class meetings each week. Students must purchase a remote and account, if they do not already have one. A handout will be provided with more information.

**Other:** Guided reading notes and Math Gym worksheets are available for printing, and are linked from the student dashboard in our [WeBWork](#) course. A scientific calculator is required to perform computations with functions. Students may purchase their own, or check out a calculator in the MMSSC Success Center.

***Due to the nature of the material taught in this course, neither graphing calculators nor any type of mobile device are allowed to be used on exams. To prepare for exams, students are strongly encouraged to use only a scientific calculator on homework and quizzes. Students must also carefully consider the resources (especially online) they employ when working weekly assignments, as these resources will not be available on exams.***

**The Math Matters Student Success Center (MMSSC):** This course is more than just a class you show up to every week, with assignments and exams to work. We recognize the difficulty many students have with mathematics, paired with the demands we hear from professors of every major who need their students to enter with a working knowledge of algebra. To address both needs, we have created the *Math Matters Student Success Center*.

**Location:** Main Building, MB 0.224

**Hours of Operation:** Mon-Thurs, 9am-8:30pm; Fri, 9am-4pm; Sat, 10am-3pm; Sun, 12-7pm

**Philosophy:** The MMSSC is dedicated to promoting student learning, success, and retention by providing a welcoming learning atmosphere for students to complete their Math Matters coursework, supported by Peer Learning Assistants who are trained in the course materials and requirements, as well as the mission, vision, and goals of the Math Matters program.

**Requirements:** Students will spend a minimum number of hours each week in the center (see attached course schedule for details) in order to meet participation requirements for the course. These hours, along with any additional time students choose to spend in the center, are made at the student's discretion, any time during the center's hours of operation.

**Policies:** In order to maintain a learning atmosphere in the center, no cell phone or mobile device use is permitted. All computer use is restricted to work on completion of Math Matters coursework. Any additional policies will be clearly indicated by appropriate signage in the MMSSC facilities.

## Coursework:

**Course Content:** The following is the content covered in the course, one module per week. The student dashboard in WeBWork will allow students to track their current module, including assignments and due dates.

Module 1: Algebra 1.2 – Exponents and Scientific Notation, Algebra 1.3 – Radicals and Rational Exponents, Algebra 1.4 – Polynomials

Module 2: Algebra 1.5 – Factoring Polynomials, Algebra 1.6 – Rational Expressions

Module 3: Algebra 2.1 – The Rectangular Coordinate System and Graphs, Algebra 2.2 – Linear Equations in One and Two Variables

Module 4: Algebra 7.1 – Systems of Linear Equations: Two Variables, Algebra 7.2 – Systems of Linear Equations: Three Variables

Module 5: Systems of Linear Inequalities and Linear Programming

Module 6: Algebra 7.5 – Matrices and Matrix Operations, Algebra 7.7 – Solving Systems with Inverses

Module 7: Algebra 3.1 – Functions and Function Notation, Algebra 3.2 – Domain and Range

Module 8: Algebra 4.1 – Linear Functions, Algebra 5.1 – Quadratic Functions

Module 9: Algebra 5.2 – Power Functions and Polynomial Functions, Algebra 5.6 – Rational Functions

Module 10: Algebra 6.1 – Exponential Functions, Algebra 6.3 – Logarithmic Functions

Module 11: Stats 1.1 – Definitions of Statistics, Probability, and Key Terms, Stats 1.2 – Data, Sampling, and Variation in Data and Sampling, Stats 2.1 – Display Data

Module 12: Stats 2.2 – Measures of the Location of the Data, Stats 2.3 – Measures of the Center of the Data, Stats 2.7 – Measures of the Spread of the Data

Module 13: Stats 3.1 – Terminology, Stats 3.4 – Contingency Tables and Probability Trees, Stats 3.5 – Venn Diagrams

**Pre-Class Work:** Students are required to read the textbook sections listed for each class meeting prior to that meeting, with the aid of Guided Notes. These guided notes are linked from the student dashboard in our [WeBWork](#) course. To obtain credit for completion of this pre-class work, students must show their completed notes at the front desk in the MMSSC Success Center any time before the corresponding class meeting.

*Remember that this guided preparation work is essential to making the most of the corresponding class meeting, and that students are encouraged to work together, or with PLAs in the Success Center, to complete, though each student is responsible for their own work and understanding.*

**Homework:** A homework set will be assigned in WeBWork for each module covered in class. All of these assignments will be available starting day one of the semester, and assignments for a given week will be due at regular intervals, listed on the student dashboard in WeBWork. Students are allowed as many attempts as necessary to correctly answer homework questions, and are encouraged to work with classmates and PLAs in the MMSSC Success Center to do so. Students must earn a score of at least 70% on the homework for the week to obtain access to that week's quiz assignment. Complete the "WeBWork 101" assignment in WeBWork to learn more about how homework works.

*Remember to only use a scientific calculator on your homework, and not to abuse other online resources, as these will not be available on exams.*

**Quizzes:** A timed quiz assignment will be assigned in WeBWork each week which include questions covered in that week's homework. All of these assignments will be available starting day one of the semester, and the week's quiz will be due at the same time as the homework (listed on the student dashboard in WeBWork). Students are allowed to retake a quiz assignment as many times as desired, until they are satisfied with their score. Students should not work with classmates or PLAs, or access any other outside resources while completing a quiz assignment. Complete the "WeBWork 101" assignment in WeBWork to learn more about how quizzes work.

*Remember that these quizzes are designed to help students prepare for exams by simulating the exam process, so only use a scientific calculator on your quizzes, and do not use other online resources, as these will not be available on exams.*

**Math Gym:** At the beginning of the semester, students may register for a Math Gym session time. At the Math Gym, students will meet each week in the MMSSC Collaborative Rooms with a small, 15-20 person, group of their peers in the same course to work problems and answer questions under the guidance of one of our learning assistants. Worksheets may be downloaded and printed each week, and are linked from the student dashboard in WeBWork.

*Remember that this hands-on work is critical for understanding and retaining course material. Since we learn math by doing math, this time of supported practice is some of the most important of the week.*

**Exams:** Three proctored exams will be completed over the course of the semester, as outlined in the attached course schedule. Exams are timed at a total of 90 minutes, and consist of three distinct parts:

1. Multiple Choice – 10 minutes – 4 questions x 1 point each = 4 points (10%)
2. Online Free Response – 50 minutes – 8 questions x 2 points each = 16 points (40%)
3. Written Free Response – 30 minutes – 4 questions x 5 points each = 20 points (50%)

***Exams will not be taken in the classroom, but are instead proctored by MMSSC staff at times specified in an online exam registration form. A link to this form will be emailed to students approximately one week prior to the exam (see attached schedule for more specific details), and will also be linked from the student dashboard in WeBWork. Each student will be required to commit to a testing time that works for their schedule.***

To study for an exam, note that multiple choice questions will come from in-class discussions, online free response questions will come from previous quizzes, and written free response questions will come from concepts discussed in class meetings and Math Gym sessions. The content covered on each exam is as follows:

- Exam 1 – Modules 1 & 2
- Exam 2 – Modules 3, 4, 5, & 6
- Exam 3 – Modules 7, 8, 9, & 10

*Remember that completing all coursework effectively prepares you for an exam. Students should not view an exam as something that will require an excessive amount of additional study, but as an opportunity to demonstrate their knowledge of the concepts they have been practicing in their other coursework.*

**Group Work:** Four written assignments that support students' data-reasoning and communication abilities, and also help tie the coursework to related work in future major courses, will be assigned throughout the semester, as outlined in the attached course schedule. These assignments will be completed in small groups, outside of class, and submitted either on Blackboard or to the Success Center front desk.

*Remember that the ability to interpret data and communicate quantitative results is key to the future use of your mathematical skills. Knowing how to do something is not enough; you must be able to correctly interpret information presented to you, as well as effectively communicate your results to others.*

**Final Exam:** The final in this course will be comprehensive, covering material from all modules. The final will be structured similar to previous exams, and students will be required to register for a testing block.

## Policies and Procedures:

**Instructor Drop Policy:** This course uses instructor-initiated drops for students who exceed the absence and/or missed assignment limit. Therefore, up to the last day for students to withdraw from an individual course, Tuesday October 23<sup>rd</sup>, you will be dropped for exceeding the following absence and/or missed assignment limits:

- **Pre-Census Drop:** A student who fails to attend the first class meeting of the semester will be required to notify their instructor within 2 business days to schedule attendance in a *Day One Makeup* session. More details on this session will be given by the instructor, in the event that it becomes necessary. Any student who fails to attend the makeup session after missing the first class meeting, and further fails to meet with their instructor concerning this absence, will be dropped from the course prior to the Census Date, Thursday September 6<sup>th</sup> at 5:00pm.
- **Post-Midterm Drop:** A student who fails to meet *all* weekly participation requirements listed on the attached semester schedule (and also on the student dashboard in WeBWork) will accrue an absence for that week. Any student who accrues 2 such absences will be contacted by a member of the Math Matters team, and will be required to complete a plan of action to maintain their standing in the course. If a student accrues 3 such absences by the midterm of the semester, Wednesday October 10<sup>th</sup>, without completing a plan of action, will be dropped from the course prior to the drop date, Tuesday October 23<sup>rd</sup>.

Note that attendance in the class meetings will be taken and recorded by participation in in-class iClicker polls, Success Center hours are recorded by signing in to the TutorTrac program, and assignment participation is monitored in the WeBWork program. *It is the student's responsibility to document their attendance* in this course by promptly registering, at the start of the semester, an iClicker account, and participating in polls during each class meeting; remembering to sign in to TutorTrac each time they enter the MMSSC Success Center; and ensuring that they work all assignments in WeBWork. All of this information will be made available to the student, and regularly updated, on the student dashboard in WeBWork, but students must monitor this information and promptly inform their instructor of any discrepancies.

Students will receive a courtesy warning for each absence or missed assignment. Notification will be sent via ASAP to the student's preferred email address. An absence or missed assignment in excess of the above stated limit will result in being dropped from the course. Notification of being dropped will also be sent via ASAP to the student's preferred email address. *This drop does not affect enrollment in other courses.*

**After consultation with the instructor**, you may appeal the drop using the Course Reinstatement Petition available on Blackboard, at <https://studentforms.it.utsa.edu/>, and on the Registrar’s website <http://www.utsa.edu/registrar/forms.html> You must appeal the drop **within 3 business days** from the date the notification was sent. *An appeal will be upheld and the student reinstated into the course only when the student provides compelling evidence that the instructor’s attendance record is in error.* Once an appeal is filed the student will be allowed to attend the course and maintain Blackboard Learn access until the appeal is adjudicated. The student must be informed of the decision within three business days of submitting the appeal. Students will be sent email notice to their preferred email address informing them of the decision.

**Electronic Devices:**

- Any use of cell phone or other mobile devices during class is strictly prohibited.
- Students should bring a scientific calculator to use in each class meeting.
- All other electronic devices are prohibited in the classroom. Any use of electronic devices that is deemed to be disruptive to class is strictly prohibited.

**Academic Integrity:** Students should obtain any help necessary to complete homework, but quizzes and exams must be taken without outside assistance. A student caught cheating on an assignment will be given a zero on that assignment, and be reported to the college for academic dishonesty.

**Participation:** Each week, a student who fails to complete **any one** of the participation requirements listed for that week on the attached course schedule (also see the student dashboard in WeBWorK) will be counted as not having participated for that week. Students who accrue more than one such violation will be required to meet with their instructor, advisor, and/or a Math Matters program coordinator to discuss their continued enrollment in the course.

**Grading Scheme:** Success in this course depends on consistent effort in all course components, and so your semester letter grade will be determined based on performance and completion in all of these components, as outlined in the following table.

Criteria for <b>all</b> components must be met to earn the corresponding letter grade.				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Pre-Class Work Submitted</b>	13 of 14	12 of 14	11 of 14	9 of 14
<b>Class Meetings Attended</b>	13 of 14	12 of 14	11 of 14	9 of 14
<b>Total Success Center Hours</b>	≥ 40	≥ 36	≥ 32	≥ 28
<b>Homework Average</b>	≥ 90%	≥ 80%	≥ 70%	≥ 60%
<b>Quiz Average</b>	≥ 90%	≥ 80%	≥ 70%	≥ 60%
<b>Group Work Average</b>	≥ 90%	≥ 80%	≥ 70%	≥ 60%
<b>Exam Average</b>	≥ 80%	≥ 70%	≥ 60%	≥ 50%
<b>Final Exam*</b>	≥ 70%	≥ 65%	≥ 60%	≥ 50%
* A student’s score on the final exam may change their overall grade by at most one letter. For example, a student meeting all other criteria for a <b>B</b> who scores below the 65% cutoff on the final exam will have earned a <b>C</b> , regardless of their particular final exam score. On the other hand, having a <b>B</b> and scoring at least 90% on the final will earn an <b>A</b> , having a <b>C</b> and scoring at least 80% on the final will earn a <b>B</b> , having a <b>D</b> and scoring at least 70% on the final will earn a <b>C</b> , and having an <b>F</b> and scoring at least 60% on the final will earn a <b>D</b> .				

- A student enrolled at the end of the term who fails to meet the requirements for a **D** will receive a letter grade of **F**.



**Makeups:** As important as it is to hold to the above standards for each component, we also appreciate the fact that sometimes “life happens” and students deserve an opportunity to make up missed assignments. The following is a complete list of such opportunities:

- **Pre-Class Work:** One late submission of pre-class work will be accepted for the semester. This late work must be submitted within one week of the missed deadline.
- **Class Meetings:**
  - A missed class meeting due to an excused absence (as defined by UTSA’s Handbook of Operating Procedures, section [5.09](#)) will not count against the requirements for that component.
  - One, and only one, unexcused missed class meeting may be excused by scheduling a meeting with the instructor. This meeting must take place within one week of the absence.
- **MMSSC Success Center Hours:** As Success Center hours are monitored by the total number accrued for the semester, no makeup policy is required. Students are encouraged to spend time in the lab according to the participation requirements listed in the attached course schedule, and will be subject to an instructor-initiated drop if they fall behind on these weekly requirements, but they may make up any missed hours at any point in the semester.
- **Homework & Quizzes:**
  - All homework and quiz assignments will remain open after the scheduled due date, to allow students the opportunity to earn late credit. Any work submitted after the due date will be scored at 70%. For homeworks, this is counted on a question-by-question basis, whereas quizzes are only scored by the entire assignment.
  - For each completed student survey or course evaluation (a total of 3 opportunities), a student will earn one dropped homework score.
  - A student who passes the Posttest, proctored near the end of the semester (see attached schedule or the WeBWorK student dashboard), will earn one dropped quiz score.
- **Group Work:** One late group work assignment submission will be accepted, at 70% credit. This late work must be submitted within one week of the missed deadline.
- **Exams:**
  - A student who misses an exam due to an excused absence (as defined by UTSA’s Handbook of Operating Procedures, section [5.09](#)) is expected to contact a program coordinator to reschedule their exam within the same regularly scheduled testing week. In the event that this is not possible, satisfactory documentation must be submitted to a program coordinator no later than 5:00pm on the Monday following the testing week, at which point a makeup exam will be scheduled.
  - A student’s lowest exam score (including a zero for an unexcused missed exam) will be replaced by the score earned on the final exam, if that score is higher.

***Other important information and announcements will be sent throughout the semester by email to students’ preferred ASAP email address. If you have not set up your preferred email in ASAP, it is imperative that you do so immediately by logging in to [asap.utsa.edu](http://asap.utsa.edu). All students received a welcome email to their preferred address prior to the start of the semester. If you are unable to locate the message in your inbox, you must search your Junk, Spam, Promotions, etc., folders for it, and be sure to mark it as “not spam” or add Math Matters as a legitimate sender so you do not miss any other important messages.***



**MAT 1053 - Course Schedule - Fall 2018**

<b>Week</b>	<b>Start Date</b>	<b>End Date</b>	<b>Participation Requirements</b>	<b>Important Notes</b>
0	Monday, Aug. 13 <sup>th</sup>	Sunday, Aug. 19 <sup>th</sup>	1. Review WeBWork 101 2. Download Syllabus Review	<ul style="list-style-type: none"> <li>Review "WeBWork 101" &amp; "Syllabus Review" assignments (<i>due during Week 1</i>), available from the student dashboard in <a href="#">WeBWork</a>.</li> </ul>
1	Monday, Aug. 20 <sup>th</sup>	Sunday, Aug. 26 <sup>th</sup>	1. Attend the class meeting 2. Log 1+ hours in Success Center 3. Submit Syllabus Review in Success Center 4. Complete WeBWork 101/102 5. Complete Pretest	<ul style="list-style-type: none"> <li>MMSSC Success Center closed Monday.</li> <li>No Monday class meeting, due to Roadrunner Days. Monday students must make up Week 1 orientation; options will be sent by email, or students may inquire at MMSSC Success Center.</li> <li>Pretest available, proctored in Success Center, MB 0.224, from 9:00am Tuesday through 1:30pm Saturday.</li> </ul>
2	Monday, Aug. 27 <sup>th</sup>	Sunday, Sept. 2 <sup>nd</sup>	1. Attend the class meeting 2. Log 3+ hours in Success Center 3. Score at least 50% on weekly Quiz 4. Submit Start of Semester Survey	<ul style="list-style-type: none"> <li>Start of Semester Survey links distributed. Survey closes 8:00pm on Sunday.</li> </ul>
3	Monday, Sept. 3 <sup>rd</sup>	Sunday, Sept. 9 <sup>th</sup>	1. Attend the class meeting 2. Log 3+ hours in Success Center 3. Score at least 50% on weekly Quiz 4. Submit Group Work 1	<ul style="list-style-type: none"> <li>MMSSC Success Center closed Monday.</li> <li>No Monday class meeting, due to Labor Day holiday.</li> <li>Census Date, 5:00pm on Thursday; last day to drop an individual course without a grade.</li> <li>Group Work 1, available from the WeBWork student dashboard, due in MMSSC Success Center by 3:00pm on Friday.</li> </ul>
4	Monday, Sept. 10 <sup>th</sup>	Sunday, Sept. 16 <sup>th</sup>	1. Attend the class meeting 2. Log 3+ hours in Success Center 3. Score at least 50% on weekly Quiz 4. Register for Exam 1	<ul style="list-style-type: none"> <li>Exam 1 Registration survey links distributed. Survey closes 8:00pm on Sunday.</li> </ul>
5	Monday, Sept. 17 <sup>th</sup>	Sunday, Sept. 23 <sup>rd</sup>	1. Attend the class meeting 2. Log 2+ hours in Success Center 3. Score at least 50% on weekly Quiz 4. Complete Exam 1	<ul style="list-style-type: none"> <li>Exam 1 given in MMSSC Testing Rooms (FLN 3.02.01 &amp; FLN 3.02.08).</li> </ul>
6	Monday, Sept. 24 <sup>th</sup>	Sunday, Sept. 30 <sup>th</sup>	1. Attend the class meeting 2. Log 3+ hours in Success Center 3. Score at least 50% on weekly Quiz	
7	Monday, Oct. 1 <sup>st</sup>	Sunday, Oct. 7 <sup>th</sup>	1. Attend the class meeting 2. Log 3+ hours in Success Center 3. Score at least 50% on weekly Quiz 4. Submit Group Work 2	<ul style="list-style-type: none"> <li>Group Work 2 due in MMSSC Success Center by 3:00pm on Friday.</li> </ul>
8	Monday, Oct. 8 <sup>th</sup>	Sunday, Oct. 14 <sup>th</sup>	1. Attend the class meeting 2. Log 3+ hours in Success Center 3. Score at least 50% on weekly Quiz 4. Register for Exam 2	<ul style="list-style-type: none"> <li>Exam 2 Registration survey links distributed. Survey closes 8:00pm on Sunday.</li> </ul>
9	Monday, Oct. 15 <sup>th</sup>	Sunday, Oct. 21 <sup>st</sup>	1. Attend the class meeting 2. Log 2+ hours in Success Center 3. Score at least 50% on weekly Quiz 4. Complete Exam 2	<ul style="list-style-type: none"> <li>Exam 2 given in MMSSC Testing Rooms (FLN 3.02.01 &amp; FLN 3.02.08).</li> </ul>
10	Monday, Oct. 22 <sup>nd</sup>	Sunday, Oct. 28 <sup>th</sup>	1. Attend the class meeting 2. Log 3+ hours in Success Center 3. Score at least 50% on weekly Quiz	

11	Monday, Oct. 29 <sup>th</sup>	Sunday, Nov. 4 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Attend the class meeting</li> <li>2. Log 3+ hours in Success Center</li> <li>3. Score at least 50% on weekly Quiz</li> <li>4. Submit Group Work 3</li> </ol>	<ul style="list-style-type: none"> <li>• Group Work 3, available from the WeBWork student dashboard, due in MMSSC Success Center by 3:00pm on Friday.</li> </ul>
12	Monday, Nov. 5 <sup>th</sup>	Sunday, Nov. 11 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Attend the class meeting</li> <li>2. Log 3+ hours in Success Center</li> <li>3. Score at least 50% on weekly Quiz</li> <li>5. Register for Exam 3</li> </ol>	<ul style="list-style-type: none"> <li>• Exam 3 Registration survey links distributed. Survey closes 8:00pm on Sunday.</li> </ul>
13	Monday, Nov. 12 <sup>th</sup>	Sunday, Nov. 18 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Attend the class meeting</li> <li>2. Log 2+ hours in Success Center</li> <li>3. Score at least 50% on weekly Quiz</li> <li>5. Complete Exam 3</li> </ol>	<ul style="list-style-type: none"> <li>• Exam 3 given in MMSSC Testing Rooms (FLN 3.02.01 &amp; FLN 3.02.08).</li> </ul>
14	Monday, Nov. 19 <sup>th</sup>	Sunday, Nov. 25 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Attend the class meeting</li> <li>2. Log 1+ hours in Success Center</li> <li>3. Submit Course Evaluation</li> <li>4. Register for Final Exam</li> </ol>	<ul style="list-style-type: none"> <li>• Monday class meetings ONLY. All others cancelled due to Thanksgiving holiday.</li> <li>• Course Evaluations available in ASAP. Check email or ASAP for links and deadlines.</li> <li>• Final Exam Registration survey links distributed. Survey closes 8:00pm on Wednesday, Nov. 28<sup>th</sup>.</li> </ul>
15	Monday, Nov. 26 <sup>th</sup>	Sunday, Dec. 2 <sup>nd</sup>	<ol style="list-style-type: none"> <li>1. Attend the class meeting</li> <li>2. Log 3+ hours in Success Center</li> <li>3. Score at least 50% on weekly Quiz</li> <li>5. Submit Group Work 4</li> </ol>	<ul style="list-style-type: none"> <li>• Group Work 4, available from the WeBWork student dashboard, due in MMSSC Success Center by 3:00pm on Friday.</li> </ul>
16	Monday, Dec. 3 <sup>rd</sup>	Sunday, Dec. 9 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Log 1+ hours in Success Center</li> <li>2. Complete Posttest</li> <li>3. Submit End of Semester Survey</li> </ol>	<ul style="list-style-type: none"> <li>• End of Semester Survey links distributed. Survey closes 8:00pm on Sunday.</li> </ul>
17	Monday, Dec. 10 <sup>th</sup>	Sunday, Dec. 16 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Complete Final Exam</li> </ol>	<ul style="list-style-type: none"> <li>• Final Exam given in MMSSC Success Center (MB 0.224); testing times will be available throughout the week, from Saturday, Dec. 8<sup>th</sup>, through Friday, Dec. 14<sup>th</sup>. A registration survey will be distributed 2 weeks prior.</li> </ul>

## COMMON SYLLABUS INFORMATION

*This page represents links and information that are explicitly included in all UTSA syllabi.*

**Counseling Services:** Counseling Services provides confidential, professional services by staff psychologists, social workers, counselors and psychiatrists to help meet the personal and developmental needs of currently enrolled students. Services include individual brief therapy for personal and educational concerns, couples/relationship counseling, and group therapy on topics such as college adaptation, relationship concerns, sexual orientation, depression and anxiety. Counseling Services also screens for possible learning disabilities and has limited psychiatric services. Visit Counseling Services at <http://utsa.edu/counsel/> or call (210) 458-4140 (Main Campus) or (210) 458-2930 (Downtown Campus).

**Student Code of Conduct and Scholastic Dishonesty:** The Student Code of Conduct is Section B of the Appendices in the Student Information Bulletin. Scholastic Dishonesty is listed in the Student Code of Conduct (Sec. B of the Appendices) under Sec.

203 <http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct/>

**Students with Disabilities:** The University of Texas at San Antonio in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Only those students who have officially registered with Student Disability Services and requested accommodations for this course will be eligible for disability accommodations. Instructors at UTSA must be provided an official notification of accommodation through Student Disability Services. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.utsa.edu/disability](http://www.utsa.edu/disability) or by calling Student Disability Services at (210) 458-4157. Accommodations are not retroactive.

**Transitory/Minor Medical Issues:** In situations where a student experiences a transitory/minor medical condition (e.g. broken limb, acute illness, minor surgery) that impacts their ability to attend classes, access classes or perform tasks within the classroom over a limited period of time, the student should refer to the class attendance policy in their syllabus.

**Supplemental Instruction:** Supplemental Instruction offers student-led study groups using collaborative learning for historically difficult classes. Supported courses and schedules can be found on the [TRC website](#). You can call the SI office if you have questions or for more information at (210) 458-7251.

**Tutoring Services:** Tomás Rivera Center (TRC) may assist in building study skills and tutoring in course content. The TRC has several locations at the Main Campus and is also located at the Downtown Campus. For more information, visit the [Tutoring Services web page](#) or call (210) 458-4694 on the Main Campus and (210) 458-2838 on the Downtown Campus.

**Learning Assistance:** The Tomás Rivera Center (TRC) Learning Assistance Program offers one-on-one study skills assistance through Academic Coaching. Students meet by appointment with a professional to develop more effective study strategies and techniques that can be used across courses. Group workshops are also offered each semester to help students defeat common academic challenges. Find out more information on the TRC Learning Assistance [website](#) or call (210) 458-4694.

## THE ROADRUNNER CREED

The University of Texas at San Antonio is a community of scholars, where integrity, excellence, inclusiveness, respect, collaboration, and innovation are fostered.

As a Roadrunner, I will:

- Uphold the highest standards of academic and personal integrity by practicing and expecting fair and ethical conduct;
- Respect and accept individual differences, recognizing the inherent dignity of each person;
- Contribute to campus life and the larger community through my active engagement; and
- Support the fearless exploration of dreams and ideas in the advancement of ingenuity, creativity, and discovery.

*Guided by these principles now and forever, I am a Roadrunner!*



**Changes:** *This syllabus is provided for informational purposes regarding anticipated course content and schedule of courses. It is based upon the most recent information available on the date of its issuance and is as accurate and complete as possible. The instructor reserves the right to make any changes necessary and/or appropriate, and will communicate any changes in a timely manner, through Blackboard announcements. Students are responsible for the awareness of these changes.*