Math 1302 – College Algebra – Section 500

Course Instructor

Sarah Hawkins
sarah.hawkins@uta.edu
Faculty Profile: https://mentis.uta.edu/explore/profile/sarah-parker
The instructor will respond to email inquiries within 24-48 hours.
Office Hours: See Live Webcast/Office Hour Schedule

Mathematics Learning Resource Centers

Email: mathLRC@uta.edu
Computer Lab Website: http://www.uta.edu/math/LRC/
Clinic Website: http://www.uta.edu/math/clinic/
Facebook: https://www.facebook.com/UTA-Learning-Resource-Center-460329394127443/

Math Department Office

Pickard Hall 478
Phone: 817-272-3261

Textbook and Materials

This course is part of the UTA Mathematics Department Affordability Campaign, making state-of-the-art online mathematics instruction, practice and review available to our students at a lower price than purchasing the components separately elsewhere. To receive the discounted price, items must be purchased through the UTA Bookstore using the site: http://bit.ly/2tQ090S

1. **Digital Access and eText Bundle (Required Course Materials)**: We have negotiated a reduced price bundle which includes long-term access to the e-version of the course text as well as MyLabsPlus course access which provides instant feedback for your assignments plus a personalized study plan, multimedia library, practice tests and more. Starting one week before classes begin, you will have immediate access to your MyLabsPlus course even before you make your purchase. However, if the purchase is not verified within the first 14 days after the start of the semester, the access to your course will freeze and your account will stay deactivated until the purchase is confirmed. During the purchasing process, please ensure you enter your name as shown on your UTA records along with your MAVS email address for proper processing.
2. **Loose-leaf Textbook (Optional)**: You may choose to upgrade your purchase and add a loose-leaf textbook at minimal cost. The textbook will be shipped directly to an address of your choosing or you may pick one up at the UTA bookstore. Full purchase details will be available in Blackboard. *College Algebra*, 12th edition by Lial, Hornsby, Schneider, and Daniels, Pearson Ed. Inc., 2016.
3. **Scientific Calculator**: You may use a scientific calculator. See the Calculator Policy section for allowable models.

Calculator Policy

Students may choose to use a scientific, non-graphing calculator on all assignments including unit exams and the final exam. If so, it MUST be one of the following models explicitly:

Texas Instruments 30X series: TI-30Xa, TI-30XIIS, TI-30XIIB, TI-30XS(Multiview)
Casio FX series: FX-82MS, FX-85M-S, FX-260SLR, FX-260SLRPK, FX-260SLRSCH
Sharp EL series: EL-501X, EL-501XBGR, EL-501XBWH, EL-531X, EL-531XBGR, EL-531XBWH
Canon F series: F-604, F-710

No variation of model will be accepted. This includes but is not limited to plus and pro models.

Software and System Requirements

Mozilla Firefox and Google Chrome are the recommended and supported browsers for this course. The course also has the following options for system requirements:

- Windows 7.0 or higher
- Mac OS x 10.8 or higher

Students are encouraged to use the Browser Check on the initial page within the MLP system in order to check and/or update (free download) the following software requirements:

- Adobe Flash Player version 11.9 or higher
- Adobe Reader version XI or higher

Course Elements

Course Lectures and Webcasts

Content material, notes with audio, all graded assignments, and instructions can be found in the unit tabs within Blackboard. The course is separated into 4 units of material which will correspond to the 4 unit exams. The first unit is devoted to Readiness work. See the Readiness Exam and Assignments Section below for details. Within units 1, 2, and 3 there are two blocks with specific details and assignment requirements.

You will have weekly webcasts with your course instructor. See Webcast/Office Hours Schedule for details and times. You will access the webcasts through the live webcasts tab within Blackboard. Participation in the live webcasts is strongly encouraged when possible and you can earn Algebra Coins redeemable for extra credit options.

Attendance Policy

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have adopted the following attendance policy. Due to the nature of online courses, any participation in live webcasts (optional), and/or regular completion of online assignments and exams will be considered your attendance record. Students are expected to check email regularly and participate in discussions/activities. However, while UT Arlington does not require instructors to take

attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Schedule of Lessons and Exams

You must complete all assignments and exams by the due dates. Due dates are listed in the Course Calendar and in the Course Schedule located in Blackboard. **All deadline times are in Central Time**.

Grade Calculation

Assignments and Course Requirements	Percent of Grade
Homework/Quizzes	20%
Unit Exams (Average of 4 Exams)	50%
Signature Assignment Write-Up	5%
Comprehensive Final Exam	25%
Total:	100%

- In the event you are not satisfied with one of the last three unit exam scores, you may earn a retake by redeeming Algebra Coins. Only ONE retake on the exam of your choosing, either exam 1, 2, or 3, will be granted. The Readiness Exam is not eligible for a retake. Please reference the course schedule for specific retake dates. You MUST solicit and receive approval from your instructor prior to redeeming your Algebra Coins and taking your ONE retake exam. All retakes must be complete prior to the final exam. See Extra Credit for more details.

Grading Scale

Grades will be computed based on the following distribution. Grades are rounded up accordingly.

90 — 100%	A
80 — 89%	B
70 — 79%	C
60 — 69%	D
Below 60%	F

Readiness Exam and Assignments

All readiness assignments, assigned in Blackboard using My Math Lab, are available to you prior to the first class day. The automated system will provide feedback on assignments immediately upon submission.

- This course is designed to assist students with prerequisite material as the course progresses. Therefore, one of your first assignments is a Readiness Pre-test. This test does not count toward your overall average, but will determine the amount of readiness work you need to complete. Therefore it is advised to take this 42 question Pre-test seriously. Upon completion of the Readiness Pre-test you will have readiness work to complete to prepare you for the Readiness Exam.

- The readiness work assignments do not count toward your homework average. These assignments are personalized based on your Readiness Pre-test performance and are optional. Time spent on these assignments will assist you with the foundational material for this course as well as help you prepare for the Readiness Exam. Readiness assignments are set for unlimited access up until the due date and unlimited attempts per question. Completion of these assignments will earn Algebra Coins redeemable for extra credit options. See Extra Credit section.
- All readiness assignments contain learning aids to help you through the material. Be careful not to become overly dependent on these aids or you may not perform well on the exam. You have multiple chances at each question and to gain access to the next attempt once a question is marked wrong, simply select the "similar exercise" button at the bottom of the assignment screen.
- Once your personalized readiness work is complete, you will take the Readiness Exam found within Blackboard using My Math Lab. The Readiness Exam is comprised of 30 short answer questions that must be completed within 120 consecutive minutes. You may take the Readiness Exam at any time prior to the due date through Proctor U or in the Learning Resource Mathematics Computer Lab (PKH 308) on the UTA campus. Exams cannot be opened, saved, and returned to at a later time. Exact dates and times of testing availability will be posted in Blackboard.
- You may use an approved calculator (see list of approved calculators in Materials section), approved formula page, and blank scratch paper which will be provided. No additional materials are allowed.
- Use of any unauthorized electronic devices or notes during an exam will result in a grade of ZERO.
- If you have trouble completing the assignments, please seek some form of tutoring and/or see your instructor for assistance.

Homework and Quizzes

All homework and quizzes will be assigned in Blackboard using My Math Lab. All homework and quiz assignments are available to you on the first class day. The automated system will provide feedback on assignments immediately upon submission.

- **NO late homework or quizzes will be accepted,** so watch the due dates on the calendar. You will receive a zero for any assignments not submitted.
- There is a homework assignment covering each section of material, a syllabus quiz, and 6 ten question content quizzes. Homework assignments starting with section 2.3 are set for unlimited access up until the due date. You may complete homework assignments a question at a time and you have 3 attempts per question. However, you only have two attempts at each quiz which have a 50 minute time limit and must be completed in their entirety once opened. Quizzes cannot be saved and resumed later.
- All homework assignments contain some learning aids including a Skill Builder to help you through the material. Be careful not to become overly dependent on these aids or you may not perform well on the exams. You have multiple chances at a question per attempt. To gain access to the next attempt once a question is marked wrong, simply select the "similar exercise" button at the bottom of the homework screen. Quizzes are designed to check your knowledge retention and therefore do not contain the learning aids except in review mode once the quiz has been submitted.
- If you have trouble completing the assignments, please seek some form of tutoring and/or see your instructor or coach for assistance.

Unit Exams

There will be four computerized proctored unit exams, including the Readiness Exam, throughout the course of the semester. (Please reference the course schedule for exact dates.)

- All unit exams are found within Blackboard using My Math Lab. Exam 1, 2, and 3 are comprised of 18 multiple choice and short answer questions along with one paragraph style response that all must be completed within 90 consecutive minutes. Exams cannot be opened, saved, and returned to at a later time. Exams are opened a few days prior to the deadlines.
- You may use an approved calculator (see list of approved calculators in Materials section), approved formula page, and blank scratch paper which will be provided. No additional materials are allowed.
- All exams are either taken in the Math Computer Lab (PKH 308) on the UTA campus by appointment only or by making arrangements for online proctoring with Proctor U which requires prior scheduling and a webcam. Students are solely responsible for their own scheduling and the fees associated with using the service. See tab in Blackboard called Testing/Proctor U for details.
- Use of any unauthorized electronic devices or notes during an exam will result in a grade of ZERO.

Final Exam

The final exam is a comprehensive, proctored exam containing material from all sections covered over the course of the semester. (Please reference the course schedule for exact dates.)

- The final is found within Blackboard using My Math Lab and is comprised of 30 questions that must be completed within 150 consecutive minutes. The final cannot be opened, saved, and returned to at a later time.
- You may use an approved calculator (see list of approved calculators in Materials section), approved formula page, and blank scratch paper which will be provided. No additional materials are allowed.
- The final exam can either be taken in the Math Computer Lab (PKH 308) on the UTA campus by appointment only or by making arrangements for online proctoring with Proctor U which requires prior scheduling and a webcam. Students are solely responsible for their own scheduling and the fees associated with using the service. See tab in Blackboard called Testing/Proctor U for details.
- Use of any unauthorized electronic devices or notes during an exam will result in a grade of ZERO.

Extra Credit: Algebra Coins

You can earn (or lose) Algebra Coins throughout the semester that you can use for extra credit in a variety of ways at the end of the semester. Instructions for redeeming the Algebra Coins will be provided toward the end of the semester and extra credit will be applied at the end of the semester. Coins can only be earned or redeemed in integer values.

Ways to Earn/Lose Algebra Coins

1.	Attending a Live Webcast Session with your instructor	2 coins per session
2.	Attending an online IDEAS Session – Tutoring and/or Study Skills	2 coins per session
3.	Earning 100% on a Readiness Work Assignment	2 coins per assignment
4.	Earning ≥ 70% on any unit exam	15 coins per exam
5.	Earning ≥ 60% but < 70% on any unit exam	10 coins per exam
6.	Earning ≥ 85% Homework average	25 coins

7.	Earning ≥ 90% on a Challenge Question Assignment	5 coins per assignment
8.	Early Submission of Signature Write-Up	10 coins
9.	Scoring < 60% on any unit exam	-5 coins per exam

Ways to Redeem Algebra Coins – Extra Credit Options

1.	Replace Final Exam by the average of the 4 unit exams (if higher)	75 coins
2.	Retake ONE exam 1, 2 or 3	25 coins
3.	Bonus points on any unit exam (max 5 points per exam)	3 coins per point
4.	Replace a Homework grade with 100% (max 5 assignments)	3 coins
5.	Replace a Quiz grade with 100% (max 2 quizzes)	10 coins

* NOTE: See the Course Schedule in Blackboard for the deadline to earn Algebra Coins. Redemption of coins cannot result in earning more coins.

Challenge Question Assignments

This course contains seven related concept assignments, each containing an advanced, short answer, and multi-part question. These assignments will address the learning objectives and outcomes listed in the course objective section of your syllabus. Completion of the assignments is optional, but will earn Algebra Coins.

Signature Assignment Write-Up

During this course, you will be required to choose one of the advanced questions provided within a prompt to complete a Write-Up assignment. This Signature Write-Up assignment will consist of a one-page essay describing the necessary skills and the process for accurately completing the chosen question. Specific emphasis will be placed on your ability to draw conclusions and effectively communicate your method. Additional details will be provided within Blackboard. This assignment will assess the following skills:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Makeup Policy

In addition to the policy that NO late homework or quizzes will be accepted (see Homework and Quizzes), **there are no make-up exams.** If you know ahead of time that you are going to be out for a legitimate reason, it is your responsibility to inform me and make the necessary arrangements. If you have a conflict with a scheduled exam due to a school sponsored or excused event, you MUST have documentation and you MUST arrange to take the exam BEFORE you leave. To request an alternate exam date because of an approved conflict, please fill out the Alternate Exam Date Request Form which can be found in Blackboard and email the form along with the necessary documentation at least two weeks prior to the first exam. A request for a rescheduled exam will only be considered in rare, documentable, and verifiable instances. The decision to grant an alternate exam date will be at the sole discretion of the instructor and/or course coordinator.

Announcements: Found in *Blackboard*.

- Students are responsible for all information found in these announcements.
- Students should check for new announcements at least twice a week.

Help for Students

- Online Coach – information is found within a tab in your Blackboard course.
- E-Tutoring offers live online tutoring via eChat, offline questions and an online writing lab. More information is found within a tab in your Blackboard course.
- Face to Face Tutoring through the UTA Math Learning Resource Center. Free daily tutoring is offered in the Math Computer Lab – Pickard Hall (PKH) room 308 http://www.uta.edu/math/LRC/ and the Math Clinic – Pickard Hall (PKH) room 325 http://www.uta.edu/math/clinic/
- IDEAS Center offers on-campus and online tutoring for transfer students, veterans, sophomores, and students re-entering school after a break http://www.uta.edu/ideas/
- University Tutoring Service http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php Ransom Hall Suite 205.
- Maverick Resource Hotline (817-272-6107). https://www.uta.edu/universitycollege/resources/resource-hotline.php
- Counseling and Psychological Services (CAPS) https://www.uta.edu/caps/
- Additional Online Course Help: https://www.khanacademy.org/

Course Objectives

Course Catalog Description

This course is designed as preparation for higher level mathematics courses. Topics include the study of linear, quadratic, polynomial, rational, radical absolute value, logarithmic, and exponential functions, relations and inequalities; graphs, basic characteristics, and operations on functions; real and complex zeros of functions; graphing techniques; systems of equations and matrices. The use of mathematical software and calculators is required.

Learning Objectives and Outcomes

After completing the course, students should be able to demonstrate the following competencies:

1.0 Students will be able to solve algebraic equations and inequalities including linear, quadratic, radical, and absolute value relations and functions.
2.0 Students will be able to interpret equations and their graphs using the rectangular coordinate system, forms of lines, and slope.
3.0 Students will be able to use functions both in a procedural and a conceptual manner. They will be able to represent functions graphically, numerically, algebraically, and/or verbally.
4.0 Students will be able to solve, graph and determine characteristics for polynomial and rational functions.
5.0 Students will be able to transform and solve equations involving logarithmic and exponential functions.
6.0 Students will be able to solve simultaneous systems of equations and inequalities interpreting the meaning of the solution(s) and demonstrating graphical solution techniques when appropriate. They will also be able to perform matrix operations, including multiplication, inverses, and determinants.

Course Competencies

1.0 To demonstrate competency in various relations and functions, a student should be able to:
- 1.1 Solve linear equations and inequalities.
- 1.2 Solve rational equations.
- 1.3 Solve equations involving radicals.
- 1.4 Solve absolute value equations and inequalities.
- 1.5 Identify characteristics, evaluate, and graph linear, nth-root, and absolute value functions.
- 1.6 Solve quadratic equations and inequalities using factoring, square root property, completing the square, the quadratic formula, and substitution. Include complex solutions.
- 1.7 Use the discriminant to describe solutions to quadratic equations.
- 1.8 Solve applied problems involving linear, rational, radical, absolute value, and quadratic equations.

2.0 To demonstrate competency in the rectangular coordinate system, a student should be able to:
- 2.1 Define the parts of the rectangular coordinate system.
- 2.2 Graph lines using points, intercepts, and slope.
- 2.3 Find the slope of a line and interpret slope as an average rate of change.
- 2.4 Use slope to determine parallel and perpendicular lines.
- 2.5 Write the equation of a line given points, slope, or intercepts.

3.0 To demonstrate competency in basic functions and operations, a student should be able to:
- 3.1 Define and identify relations and functions.
- 3.2 Determine the domain and range of a function.
- 3.3 Evaluate functions using function notation.
- 3.4 Determine the intervals for which a function is increasing, decreasing, or constant.
- 3.5 Determine the intervals for which a function is continuous.
- 3.6 Find the average rate of change between two values of a function.
- 3.7 Use functions to model data.
- 3.8 Identify characteristics and evaluate piecewise-defined functions.
- 3.9 Graph basic functions using translations.
- 3.10 Determine whether a function in even or odd.
- 3.11 Find the sum, difference, product, and quotient of functions.
- 3.12 Determine the difference quotient.
- 3.13 Find the composition of functions and determine the effect on domain.

4.0 To demonstrate competency in polynomial and rational functions, a student should be able to:
- 4.1 Determine domain and range.
- 4.2 Identify increasing, decreasing, and constant functions.
- 4.3 Graph quadratic functions.
- 4.4 Find and use the vertex of a quadratic function in an application.
- 4.5 Use long division and synthetic division algorithms for polynomials.
- 4.6 Determine zeros and factors of functions using a variety of algebraic techniques.
- 4.7 Determine the value of a polynomial function using the remainder theorem.
- 4.8 Sketch the graph of a polynomial function.
- 4.9 Use the intermediate value theorem for polynomial functions.
- 4.10 Determine the asymptotes of a rational function.
- 4.11 Sketch the graph of a rational function.
- 4.12 Create a polynomial function given zeros of the function.

5.0 To demonstrate competency in exponential and logarithmic functions, a student should be able to:
- 5.1 Identify characteristics and determine the inverse of a function.
- 5.2 Evaluate exponential and logarithmic functions.
- 5.3 Expand and condense expressions using logarithmic properties.
- 5.4 Relate logarithmic and exponential functions.
- 5.5 Determine the graph of logarithmic and exponential equations.

5.6 Solve exponential and logarithmic equations.
5.7 Solve problems consisting of exponential and logarithmic applications.

6.0 To demonstrate competency in systems of equations and matrices, a student should be able to:
6.1 Solve linear and non-linear systems of equations using algebraic techniques.
6.2 Solve systems of equations using Cramer's Rule and determinants.
6.3 Determine the solution of a system of inequalities.
6.4 Relate solving equations and inequalities to linear programming applications.
6.5 Solve application problems using systems of equations.
6.6 Apply properties of matrices and perform basic operations.

Course Policies

Drop Policy

If you withdraw from the course for any reason, you must follow University procedures. It is your responsibility to execute these procedures correctly and within the deadlines. **Instructors are unable to drop students**. The Math Department Office can help with the withdrawal process. We strongly recommend that you drop the course if you are significantly behind in completing the required assignments. Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao).

Disabilities Accommodations

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For undergraduate courses including this one, see http://catalog.uta.edu/academicregulations/grades/#undergraduatetext. For student complaints, see http://www.uta.edu/deanofstudents/student-complaints/index.php.

Non-Discrimination Policy

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Academic Integrity

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. This course includes a zero tolerance policy for academic dishonesty and students are expected to adhere to the UT Arlington Honor Code:

> *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/.
Students found guilty of cheating will receive a grade of "F" for the course.

> *"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2)*

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php.

University Tutorial & Supplemental Instruction (Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one tutoring sessions, Start Strong Freshman tutoring program, and Supplemental Instruction. Office hours are Monday-Friday 8:00am-5:00pm. For more information visit www.uta.edu/utsi or call 817-272-2617.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. http://library.uta.edu/academic-plaza.

The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

Electronic Communication

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is

required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

Final Review Week

For semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. We further recommend that you enter the UTA Police Department's emergency phone number into your own mobile phone. For non-emergencies, contact the UTA PD at 817-272-3381.

Student Intellectual Property Rights Statement

A student shall retain all rights to work created as part of instruction or using university technology resources.