

# Syllabus: Math 1050-90 Summer 2022

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## COURSE DESCRIPTION, INSTRUCTOR AND LA INFORMATION

### Course Description:

- **Course Number and Title:** Math 1050-90, College Algebra, Asynchronous Online Section
- **Semester and Year:** Summer 2022
- **Course Overview:** This course covers functions, inverses, and graphs; polynomial, rational, radical, exponential, and logarithmic functions; systems of equations and matrices; applications; arithmetic and geometric sequences and series.
  - Note: Few majors on campus require Math 1050. Although Math 1050 fulfills the general education QA requirement, those who do not need it as a prerequisite or for their major are encouraged to investigate Math 1030 or Math 2000 to fulfill that requirement.
- **Meeting Days and Times:** Section Math 1090-90 is an asynchronous online course. There is a weekly discussion group (multiple time options will be provided.)
- **Exams:** Exams will be proctored and in-person through University of Utah Exam Centers (at the Marriott Library and Sandy). Students not near Salt Lake City will need to locate and make arrangements with proctors near to them.
- **Communication:** All announcements for the course will be posted in the Canvas announcement page and may have a quiz for the announcement on the Canvas website (these are graded).

### Instructor Information:

- **Instructor:** Karina Kofford (she/her/hers)
- **Email:** karina.kofford@utah.edu
- **Zoom Office Hours:** Office hours are times for students to drop by, no appointment necessary. I have two office hours per week, and the times are posted in Canvas. If the office hour times do not work for your schedule, contact me to set up an appointment.
- **Accessibility & Support:** I want to provide lots of opportunities for you to talk about math or talk with me. I encourage you to post questions, especially about HW, and responses in online Canvas Discussions. I look them over almost daily, but wait 12-24 hours after a post is made to respond to encourages all members of our class to participate. You are also welcome to e-mail me or contact me through Canvas mail. I try to respond to messages the same day I receive them, but tend to get to them later in the day.

### Instructional Support:

#### Learning Assistant:

- **Contact information:** Provided in Canvas
- **What is an LA?** LAs are undergrad students who are here to support you as you take this course. In particular, they are there to help you make connections with other students (because education research shows, that when students talk with their classmates about course ideas, they understand them better) and talk with you about how you are learning, to make sure it's effective. Our LA(s) will facilitate group discussions, support the Canvas discussion board, and host sessions for students to get together and review for exams. You can also meet with them to talk about how things in the class are going. Our LA(s) don't provide tutoring (though they will certainly contribute in discussions), but they can help you navigate all the academic support resources at the University.

## COURSE DETAILS & RESOURCES

**Course Type: Asynchronous Online.** The University of Utah describes this type of class as “facilitated online, primarily through Canvas, with greater than 80 percent of the required learning activities taking place digitally when a student chooses. An online class does not have required locations or meeting times; although, regular, substantive instructor-student interactions are an expected part of the teaching and learning process.”

**Prerequisites:** Starting in Summer 2021, the Math Department will not be using prerequisites to place students in math classes. Students are responsible for determining whether they are ready for the course they select. The former prerequisites for Math 1050 are listed below. These are still recommended as guidelines to determine if you have the background to be successful in this course (without a lot of additional work on your part):

- C or better in Math 1010, 1060, 1080 or 1090
- 245+ in Accuplacer AAF (The UofU provides one free Accuplacer exam to all students. <https://testingcenter.utah.edu/students/placement-tests/math-placement.php>)
- 23+ in ACT Math
- 570+ in SAT Math
- Qualifying GPA 3.35

**Course Materials:**

- **Textbook:** The course uses Math1050 College Algebra (2018). This text was created by a partnership between institutions in the Utah System of Higher Education. You can access the text for free in Canvas.
- **Additional course materials:**
  - The course website is in Canvas.
  - The course uses Online Homework through a system called iMathAs. This homework is free to students and can be accessed on Canvas.
  - The course will use online videos created for to correspond to the textbook. They are available through the Canvas modules or in both streamable and downloadable versions at <http://www.math.utah.edu/lectures/math1050.php>.
  - We will use the online site, Gradescope, for grading and giving feedback on exams. There is a link in Canvas to Gradescope. You may be asked to submit some assignments directly to Gradescope.

**Technical requirements:**

- Students are required to have access to the following equipment:
  - A strong internet connection with sufficient bandwidth for Zoom meetings (in order to participate in weekly discussions and office hours):
  - A scanning device, for example a smartphone (for quizzes and other assignments)
  - A microphone (used for online meetings);
- The following is optional, but recommended
  - A webcam
  - A printer (for printing out quizzes; if you don't have access to a printer, instructions about how to make templates by hand will be given.)
  - Calculators will be useful on some homework assignments, but will **not** be allowed on exams nor the final. If you do not have a scientific or graphing a calculator, there are free calculator applications online.
- Students are expected to be computer literate and Canvas and zoom navigation skills are expected. Knowledge and navigation of canvas and zoom is critical to access all features and resources of this course.

• **UofU Learning Support:**

- Math Center Online Tutoring, free drop-in in-person and online tutoring <https://www.math.utah.edu/undergraduate/mathcenter.php>
- UONLINE eTutoring, free drop-in online tutoring : <https://online.utah.edu/current-student-resources/etutoring/> (Also free to students)
- The Learning Center, scheduled 1-hour free tutoring sessions, <https://learningcenter.utah.edu/>
- Student Success Advocates <https://ssa.utah.edu>

- **Equipment Help**

- The UofU has a laptop and mobile hotspot loan program – laptops, mobile hotspots mailed to current U students on a first-come, first-served basis. You can find out more information about this through this link: <https://lib.utah.edu/coronavirus/checkout-equipment.php>
- For technical assistance, review the [Canvas Getting Started Guide for Students](https://community.canvaslms.com/docs/DOC-10701) <https://community.canvaslms.com/docs/DOC-10701> and/or contact TLT, Knowledge Commons, etc.

## **COURSE EXPECTED LEARNING OUTCOMES (ELOs)**

Upon successful completion of this course, a student should be able to:

1. Sketch the graphs of quadratic and cubic polynomials, rational, radical, exponential, logarithmic, and piecewise functions with or without transformations. Be able to identify important points such as  $x$ - and  $y$ -intercepts, maximum or minimum values; domain and range; and any symmetry.
2. Given the graph of a function, be able to identify the domain, range, any asymptotes and/or symmetry,  $x$ - and  $y$ -intercepts, as well as find a rule for the function if it is obtained from a standard function through transformations.
3. Perform composition of functions and operations on functions.
4. Find the inverse of a function algebraically and graphically.
5. For polynomial, rational exponential and logarithmic functions, identify the  $x$ -intercepts, asymptotes, end behavior and domain from algebraic and graphic representations. Convert back and forth between algebraic, graphical and verbal representations.
6. Represent and interpret physical world situations using exponential and logarithmic functions.
7. Solve polynomial, rational, exponential, and logarithmic equations and inequalities.
8. Define  $i$  as the square root of  $-1$  and know the complex arithmetic necessary for solving quadratic equations with complex roots.
9. Perform matrix arithmetic computations.
10. Solve systems of linear and non-linear equations in two or three variables, including the use of Gaussian elimination and matrix inverses in the linear case.
11. Understand sequences and be able to differentiate between geometric, arithmetic and others such as Fibonacci-type sequences, giving direct formulas where available or a numeric representation.
12. Understand series notation and know how to compute sums of finite or infinite arithmetic or geometric series.

## **TEACHING AND LEARNING METHODS**

In this course, we cover specific sections each week. You can choose when you work on the material in the week (as long as you meet deadlines), but you cannot complete the course at your own pace, as there are specific due dates throughout the semester. The course week starts on a Wednesday and ends on a Tuesday. Due dates for assignments and quizzes are on a Tuesday. This allows students to get more feedback on the last two days of the week. (So Week 2 in our class spans the end of University Week 2 and the start of University Week 3).

Here is a more detailed description of both graded and non-graded aspects of this course.

- **Reading Announcements on Canvas.** Course documents and announcements are given in quiz format and have a short quiz about the content at the end. These "quizzes" begin with "A:..." Suggested due dates are shown, but these can be completed at any time before the last final.
- Watch the **U of U video lectures** and/or **read the textbook sections**. Try to make this experience interactive by pausing and trying to anticipate the next step in the problem/example and comparing it to yours. Many students focus primarily on the videos or the textbook, but then turn to the other source if they have a question or as practice material before exams.
- Work through your weekly **HW assignments** in IMathAs. There are usually two to four assignments per week. To be fully prepared for quizzes and exams, you should aim for getting a HW score of 100%.

- There will be **quizzes** weekly, except for exam weeks. You can access them on Friday (earlier by special arrangement) and they are due on Tuesdays. You will either need to print your quiz, or make a handwritten version of the quiz. (If handwriting, you need to have exactly as many pages as the template and have the same questions in the same places on the same pages. You don't need to copy the questions.) You are responsible for submitting the assignment with the correct format and correct file extension. There are penalties for not following directions.
- **Participate in small group discussions** every week AFTER completing their quiz and BEFORE turning it in. The goal of these discussions is to help students understand the material more deeply, and to create community among students in this course so that they can use this community to help them learn. The discussion groups are facilitated by the learning assistants. Multiple discussion group times will be offered on Mondays and/or Tuesdays each week. You can choose the most convenient time each week. Meetings should last between 30-60 minutes. You will get credit for submitting your completed quiz and for participating at the meeting.
- **Successful habits:** Each week you will be asked to do one or more practices that contribute to your learning and success in this and future courses. Your goal is to accumulate 60 points during a Fall/Spring semester or 45 points in the summer. Options include
  - Meeting with your instructor or the LAs in office hours or at a specially arranged meeting. (2 points)
  - Making posts in the Canvas discussions that contain your math thoughts. (More information about what to include is in Canvas) (1 point per post)
  - Completing 50% of an assignment 2 days before the due date. If you are stuck on any problems, make notes and bring questions about them to class. (1 point per assignment)
  - Reviewing feedback from graded quizzes and exams. (1 point per assignment)
  - Doing an activity of your choice that helps you learn (1 point)
  - Making plans for the week that is coming up. (1 pt)

Other options will be offered as they come up. You should aim for 5 and you can earn up to 10 points each week. Anything above 5 points acts as extra credit. You will fill in a weekly survey to report your activities.

- **Midterm and Final Exams:**

For Summer Courses:

The material in this course is divided into three parts. Each part will be covered by an examination. The first two exams are during the semester, and the third exam will happen during finals week. You will also have the option during finals week to retake ONE of exams 1 or 2. (It will be a new exam covering the same content, not the same exam). If your grade on the retake is higher, it will replace the original exam grade.

You will be given a multi-day window of time during which you can take an exam. You should schedule your exam ahead of time through the "Schedule Exams" link on Canvas. Exams will be administered at the Uonline Exam Center (in the Marriott Library), at satellite testing center in Sandy, or if you are out of area, with a proctor that you set up with the instructor. Other options may be considered for extreme situations.

You may bring one page of notes (8.5 in by 11 in, writing on both sides, everything made by you and not copy/pasted) for exams. Each student should make their own notes. Students are required to turn in their notes with their exam. Using phones, calculators, other notes, online resources or communicating with others is not allowed. Not following these rules is considered academic misconduct and will be penalized as such.

## CLASS SCHEDULE & IMPORTANT DATES

### Dates:

Weekly Due Dates (See late policy later in Syllabus):

- Online HW due each Tuesday at 11:59pm (grace period through 5am the next morning)
- Quiz due each Tuesday at 11:59 pm in Canvas (grace period through 5am the next morning)
- Successful Habits Survey – due each Tuesday (grace period through 5 am the next morning)

Exams:

- Exam 1 will be available between Thursday, 6/8/22, and Tuesday, 6/14/22
- Exam 2 will be available between Thursday, 7/7/22, and Tuesday, 7/12/22
- Exam 3 and Option to Retake Exam 1 or 2 will be available between Thursday, 8/3/22, and Friday, 8/4/22 (Note, due to UofU policy, the Exam Center is not open on Saturday August 5<sup>th</sup> so it is not possible to test on this day; you can test earlier on prior arrangement.)

### Other dates:

Drop/audit date: Wednesday, May 25<sup>th</sup>, 2022

Withdraw date: Friday, June 24<sup>th</sup>, 2022

### Course Outline

Week (Starts on Wednesday, Ends on Tuesday)	Dates	Sections Covered
1	Mon May 16 – Tues May 24	1.1, 1.2, 1.3, 1.4.
2	Wed May 25 – Tues May 25	1.5, 2.1, 2.2, 2.3
3	Wed June 1 – Tues June 7	2.4, 2.5, 2.6
4	Wed June 8 – Tues June 14	Exam 1
5	Wed June 15 – Tues June 21	3.1, 3.2, 3.3
6	Wed June 22 – Tues June 28	3.4, 4.1, 4.2
7	Wed June 29 – Tues July 5	4.3, 4.4, 4.5
8	Wed July 6 – Tues July 12	Exam 2
9	Wed Jul 13 – Tues July 19	6.1, 6.2, 6.3
10	Wed Jul 20 – Tues July 26	6.4, 6.5
11	Wed Jul 27 – Tues Aug 2	7.1, 7.2
Finals	Thur Aug 3 – Friday Aug 4	Exam 3; Chance to retake past exam

## ASSESSMENTS, GRADING, LATE POLICY, GRADES

The numerical grade consists of several components:

- **Homework: 15% of final grade.** Homework is delivered online through the IMathAS system. These homework assignments will be linked through Canvas and are fully online (no file uploads needed). The lowest 4 online HW scores are dropped. You may also complete HW late for 80% credit.
- **Quizzes: 14% of final grade.** There will be weekly quizzes delivered through Canvas and submitted via file upload. There are 9 quizzes in total, which must be submitted within a given time window. The two lowest quiz scores will be dropped. Quizzes may not be retaken.
- **Discussion Groups: 3% of final grade.** This grade is earned by working on take-home quizzes before the group meeting and participating at the meeting. If you know ahead of time that you cannot attend a group meeting, contact the LA for alternate options. The lowest 3 grades in this category are dropped.

- **Successful Habits: 3% of final grade.** Practice habits and report them in the weekly survey. Aim to earn 45 points over the semester. If you earn more than 45 points, they contribute extra credit to your grade. You can also earn points for reporting errors in the course.
- **Announcement Quizzes: 2% of final grade.** Read announcements and take announcement quizzes in Canvas.
- **Exams: 63% of final grade.** There will be three exams as described above. Each exam is worth 21%. Instead of having a cumulative final, you will have the opportunity to retake one of Exams 1 or 2 to raise your score.

The grade scale is:

A [93-100),  
A- [90-93),  
B+ [87-90),  
B [83-87),

B- [80-83),  
C+ [77-80),  
C [73-77),  
C- [70-73),

D+ [67-70),  
D [63-67),  
D- [60-63),  
E [0-60).

If a grade is recorded incorrectly, it is the student's responsibility to let the instructor know in a timely manner (at the latest within 2 weeks of when the grade was recorded.)

### Early Policy for Quizzes, HW, and Habits Surveys

- You can open and submit HW at any time from the start of the semester.
- You have a 5-day window to complete quizzes. Under special circumstances, you may request them up to two-days earlier than this. Please request this **at least 3 days** before you would like to access the quiz.
- If you cannot attend a discussion group and know this ahead of time, contact the LA for alternate options.

### Late Policy for Quizzes, HW, and Habits Surveys

The course is designed to provide flexibility if you occasionally cannot turn work in on time by dropping a certain number of scores at the end of the semester. But in general, you are expected to turn things in on time and take quizzes and exams at the times given.

- You should submit the quiz to Gradescope. Quizzes are due Tuesday nights, but there is a grace period through Wednesday 5 am. There is no penalty for submitting before this time. If your quiz is one day late (grace period through Thursday 5 am.), there is a 20-point penalty. Quizzes will not be accepted after this time as solutions will be released.
- HW is also due Tuesday nights (grace period through Wednesday 5 am). You can submit all HW late for 80% credit.
- There is no penalty for submitting successful habits surveys late, through Thursday 5am. They will not be accepted after this time.
- If you have an extreme situation, contact me, your instructor, early on. We can discuss waiving penalties, granting longer extension periods for HW, excusing quizzes, etc. Send documentation if possible. If not possible, still contact me to discuss alternatives.

The University of Utah student code allows for making up quizzes or exams in advance for "officially sanctioned University Activities ..., or government obligations, or religious obligations". Please contact me at least one week in advance of any events.

### Alternate Times for Exams:

You have a 6-day window during which to take exams. You are expected to arrange your schedule to find a day in this window to take the exam. If you have a planned event whose timing is outside of your control for the entire exam period, please contact me at least 10 days prior to the start of the exam window to discuss options. Exams are written new each semester, so this time is needed to make preparations. This is the University policy on planned absences and exams:

*(UofU Policy 6-100: Instruction and Evaluation) Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics), or government obligations (e.g., military duty), or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations. The University expects its departments and programs that take students away from class meetings to schedule such events in a way that will minimize hindrance of the student's orderly completion of course requirements. Such units must*

*provide a written statement to the students describing the activity and stating as precisely as possible the dates of the required absence. The involved students must deliver this documentation to their instructors, before the absence.*

*Except in cases of sudden illness or emergency, students shall in advance of the absence arrange with the instructor to make up assignments.*

If you are unable to take an exam due to an event that arises suddenly (like illnesses, deaths in the family, or other emergencies), you must contact me, your instructor as soon as possible to set up an alternative. Providing documentation is preferred, but you should contact me even if this is not available. (Black out or omit personal information beyond your name and the general reason for the excuse.)

### **Credit/No Credit Option:**

- If you are taking Math 1050 to meet a major or minor requirement, then you should opt for a letter grade, rather than credit/no credit (CR/NC).
- If you are taking Math 1050 to prepare for another course, it is easiest if you opt for a letter grade. The grade of a C or better is recommended to enroll in Math 1060 (Trigonometry). The grade of a B or better is recommended to enroll in Math 1215 (Calculus with Trigonometry).
- This is the official University description of the credit/no credit option: “The credit/no credit (CR/NC) option allows a student to enroll in selected courses outside of his/her academic plan, without the pressure of competing for a letter grade. By electing CR/NC, students are expected to complete the same work as students enrolled for letter grades.” If you are interested in credit/no credit, consult the following:
  - University guidelines: <https://catalog.utah.edu/#/policy/B12v3LX0G?bc=true&bcCurrent=Grading%20Poli>
  - Dates for Choosing CR/NC: UofU academic calendar
  - Consider speaking with an academic advisor to determine whether this is a good option.

### **Incompletes:**

According to university policy, to be considered for an incomplete, a student must have 20% or less of the course work remaining and be passing the course with a C or better. You must request an incomplete grade and I will consider giving that grade only under exceptional circumstances.

### **COMMUNICATION:**

- All course materials, such as announcements, video lectures, assignments, solutions, grades, etc. will be posted on the Course Canvas site.
- Class announcements will be done via quizzes and in the Canvas announcements page. You will be responsible for any information contained in them. Students are also strongly advised to set up notifications for canvas so they do not miss any important notifications.
- It is your responsibility to also regularly check your Umail (make sure you set up forwarding if you do not check it regularly), your Umail is the only way for me to communicate privately with you, there will be occasions during the semester that we may need to reach out to you individually (e.g. regarding a grade or assignment) and it is in your best interest to respond promptly.
- Feel free to contact me by email for questions, I will do my best to answer emails within 24 hours. I would like to encourage you to email me only if it is something personal that requires individual attention, if instead you have questions about logistics of the class, course material and assignments, and anything else your classmates may wonder as well, please post a question on the Discussions Board instead. This way the information is shared quickly to the entire class, and each of you can benefit from seeing other classmates' questions.

### **NETIQUETTE - EXPECTATIONS FOR AN ONLINE LEARNING ENVIRONMENT**

- Respectful participation in all aspects of the course will make our time together productive and engaging. Zoom lectures, discussion threads, emails and canvas are all considered equivalent to classrooms and student behavior within those environments shall conform to the student code. Specifically:



- Posting photos or comments that would be off-topic in a classroom are still off-topic in an online posting.
- Disrespectful language and photos are never appropriate.
- Using angry or abusive language is not acceptable, and will be dealt with according to the Student Code. The instructor may remove online postings that are inappropriate.
- Do not use ALL CAPS, except for titles, or overuse certain punctuation marks such as exclamation points and question marks.
- Course e-mails, e-journals, and other online course communications are part of the classroom and as such, are University property and subject to the Student Code. Privacy regarding these communications between correspondents must not be assumed and should be mutually agreed upon in advance, in writing.
- Here are additional expectations for online communication (on Discussion Board, Emails, Zoom chat etc):
  - Emails: When emailing your Instructor and Teaching Team keep a professional tone (e.g. Use a descriptive subject line, avoid “Hey” and begin the e-mail with Dear Karina or Dear Dr. Kofford. Sign your message with your name and return e-mail address. Please consult this page for tips on how to write appropriate professional emails: <https://academicpositions.com/career-advice/how-to-email-a-professor>
  - Treat your instructor, teaching team and classmates with respect in email or any other communication.
  - Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
  - Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
  - Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be offensive to others.
- Be careful with personal information (both yours and others).
- Electronic or equipment failure: It is your responsibility to maintain your computer and related equipment in order to participate in the online portion of the course. Equipment failures will not be an acceptable excuse for late or absent assignments.
- Online submissions: You are responsible for submitting the assignment with the required naming convention, correct file extension, and using the software type and version required for the assignment.

## ACADEMIC CODE OF CONDUCT

Students are encouraged to review the Student Code for the University of Utah: <https://regulations.utah.edu/academics/6-400.php>. In order to ensure that the highest standards of academic conduct are promoted and supported at the University, students must adhere to generally accepted standards of academic honesty, including but not limited to refraining from cheating, plagiarizing, research misconduct, misrepresenting one's work, and/or inappropriately collaborating. A student who engages in academic misconduct as defined in Part I.B. may be subject to academic sanctions including but not limited to a grade reduction, failing grade, probation, suspension or dismissal from the program or the University, or revocation of the student's degree or certificate. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

## ADDITIONAL POLICIES AND RESOURCES

**COVID-19 Summer 2022 Statement:** The COVID-19 guidelines for the University of Utah are adapted often due to the ever-changing status of the pandemic. For the most up-to-date information regarding the campus guidelines, visit <https://coronavirus.utah.edu>.

**Plagiarism and Academic Integrity:** Academic integrity means that scholars, including students, conduct their work ethically. This includes taking credit only for work they themselves perform. Violations of academic integrity undermine the principle of fairness, devalue your degree, and leave you underprepared for applying what you have been taught. In this way, it defrauds you, your classmates, the university, and the people you will serve with your education after graduation. It

includes cheating on tests and other assessments, collaborating on projects when not permitted to, presenting other people's work as yours (whether they agree to that), and more.

Plagiarism is a serious offense against academic integrity that could result in failure for the test or paper, failure for the course, and expulsion from the university. Plagiarism usually involves passing off the work, words, or ideas of others as your own without giving proper credit.

**Inclusivity Statement:** It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status, and other unique identities. gender, sexuality, disability, age, socioeconomic status, ethnicity, race, culture, and other unique identities. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

**Discrimination and Harassment:** If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or Office of the Dean of Students, 270 Union Building, 801-581-7066. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS). Please see Student Bill of Rights, section E <http://regulations.utah.edu/academics/6-400.php>. I will listen and believe you if someone is threatening you.

**Names/Pronouns.** Canvas allows students to change the name that is displayed AND allows them to add their pronouns to their Canvas name. Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the Student Profile section of your CIS account, which managed can be managed at any time). While CIS refers to this as merely a preference, I will honor you by referring to you with the name and pronoun that feels best for you in class or on assignments. Please advise me of any name or pronoun changes so I can help create a learning environment in which you, your name, and your pronoun are respected. If you need any assistance or support, please reach out to the LGBT Resource Center. [https://lgbt.utah.edu/campus/faculty\\_resources.php](https://lgbt.utah.edu/campus/faculty_resources.php)

**Privacy Policy.** FERPA, the federal law that guards student privacy, prohibits me from discussing your performance in this class with anyone except you without your permission, which must be on file with the university, not simply told to me. To ensure compliance with this law, send e-mail with a university e-mail address or via Canvas mail.

Out of respect for the privacy of your classmates, do not record or screenshot any part of this class for use outside of this class, even if you omit identifying information about the speaker or poster. You may not circulate or share images, clips, or other course materials with individuals who are not enrolled in this class. Doing so is a serious violation of our class ethical code and will result in a charge of academic misconduct.

**English Language Learners.** If you are an English language learner, please be aware of several resources on campus that will support you with your language and writing development. These resources include: the Writing Center (<http://writingcenter.utah.edu/>); the Writing Program (<http://writing-program.utah.edu/>); the English Language Institute (<http://continue.utah.edu/eli/>). Please let me know if there is any additional support you would like to discuss for this class.

**Undocumented Student Support.** Immigration is a complex phenomenon with broad impact—those who are directly affected by it, as well as those who are indirectly affected by their relationships with family members, friends, and loved ones. If your immigration status presents obstacles to engaging in specific activities or fulfilling specific course criteria, confidential arrangements may be requested from the Dream Center. Arrangements with the Dream Center will not jeopardize your student status, your financial aid, or any other part of your residence. The Dream Center offers a wide range of resources to support undocumented students (with and without DACA) as well as students from mixed-status families. To learn more, please contact the Dream Center at 801.213.3697 or visit [dream.utah.edu](http://dream.utah.edu).

**Veterans Center.** If you are a student veteran, the U of Utah has a Veterans Support Center located in Room 161 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a list of ongoing events and links to outside resources: <http://veteranscenter.utah.edu/>. Please also let me know if you need any additional support in this class for any reason.

**Wellness Statement.** Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness at [www.wellness.utah.edu](http://www.wellness.utah.edu) or 801-581-7776.

**Student Success Advocates:** The mission of Student Success Advocates is to support students in making the most of their University of Utah experience ([ssa.utah.edu](http://ssa.utah.edu)). They can assist with mentoring, resources, etc. Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact a Student Success Advocate for support (<https://asuu.utah.edu/displaced-students>).

**The Americans with Disabilities Act:**

The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability & Access, 162 Olpin Union Building, 801-581-5020. CDA will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in alternative format with prior notification to the Center for Disability & Access.

**Addressing Sexual Misconduct:** Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted on the basis of your sex, including sexual orientation or gender identity/expression, you are encouraged to report it to the University's Title IX Coordinator; Director, Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or to the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to police, contact the Department of Public Safety, 801-585-2677(COPS).

**Campus Safety:** The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit [safeu.utah.edu](http://safeu.utah.edu)

**University Counseling Center** The University Counseling Center (UCC) provides developmental, preventive, and therapeutic services and programs that promote the intellectual, emotional, cultural, and social development of University of Utah students. They advocate a philosophy of acceptance, compassion, and support for those they serve, as well as for each other. They aspire to respect cultural, individual and role differences as they continually work toward creating a safe and affirming climate for individuals of all ages, cultures, ethnicities, genders, gender identities, languages, mental and physical abilities, national origins, races, religions, sexual orientations, sizes and socioeconomic statuses. More information about the counseling center, including ways to contact them, can be found here: <https://counselingcenter.utah.edu/>.

**Office of the Dean of Students** The Office of the Dean of Students is dedicated to being a resource to students through support, advocacy, involvement, and accountability. It serves as a support for students facing challenges to their success as students, and assists with the interpretation of University policy and regulations. Please consider reaching out to the Office of Dean of Students for any questions, issues and concerns. 200 South Central Campus Dr., Suite 270. Monday-Friday 8 am-5 pm. Their phone number is 801-582-7066.

**Syllabus subject to change:** This syllabus is meant to serve as an outline and guide for our course. Please note that I may modify it with reasonable notice to you. I may also modify the Course Schedule to accommodate the needs of our class. Any changes will be posted on Canvas.