

Syllabus: Math 1090-90

Summer 2024

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COURSE DESCRIPTION, INSTRUCTOR AND LA INFORMATION

Course Description:

- **Course Number and Title:** Math 1090-90, Business Algebra (Asynchronous Online Section)
- **Semester and Year:** Summer 2024
- **Course Overview:** In Math 1090, College Algebra for Business and Social Sciences, students will gain a background of algebra topics that will be important in future business classes. Topics include functions and graphs, polynomial and rational functions, matrices, Gaussian elimination, exponential and logarithmic functions, growth, periodic and continuously compounded interest, arithmetic and geometric sequences, annuities and loans. Math1090 is a 3-credit semester course and satisfies the University's QA requirement.
- **Meeting Days and Times:** Section 90 is an asynchronous online course, so there are no regularly scheduled class lectures. However, there are 1-hour zoom meetings which are graded and held weekly on Mondays and Tuesdays. Multiple time options, including mornings and evenings, and asynchronous ways to complete this component will be provided.
- **Exams:** Exams will be given in-person at either the U of U testing centers (SLC, Sandy, St. George) or at approved proctors whom students find and arrange. Students have multi-day windows to take exams. Online, at-home testing is not currently available.
- **Communication:** All announcements for the course will either be posted in quiz format on the Canvas website (these are graded) or sent by Canvas-mail.

Instructor Information:

- **Instructor:** Carlos Ospina (He/Him)
- **Email:** ospina@math.utah.edu or via Canvas
- **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 24-36 hours after a post is made hours 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 in the early morning, the morning after they come in.
- **Office Hours/Meetings:** Office hours are times for students to drop by, no appointment necessary. I have two office hours per week, times TBA. My office hours will be in Zoom (link given in Canvas), but I am happy to have in-person meetings if arranged ahead of time. Also, if the office hours times aren't convenient, let me know and we can set up something that works for you.

Instructional Support:

- **Learning Assistant:** We will have an LA! They will be introduced in Canvas.
- **LA Contact information:** Provided in Canvas
- **What are LAs?** LAs are undergrad students who are here to support you as you take this course. LAs facilitate the discussions group meeting. You can write or talk with them about learning, study strategies, and life. Our LA(s) don't provide tutoring (though they can answer a question or two), but they are very skilled at helping you navigate all the 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 that they are ready for the course they select. The former prerequisites for Math 1090 are listed below. Find out more about choosing the right course here: math.utah.edu/undergraduate/placement.php

- C or better in Math980 (Beginning Algebra), Math1010(Intermediate Algebra) OR Math1030 (Quantitative Reasoning)
- 240+ 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:** Business Algebra, 3rd edition, published by Kendall Hunt, (ISBN: 9781524993405). Cost: approximately \$62 for E-book (4-month access). We are using the Inclusive Access Program to obtain the textbook. You can access the textbook through the “Bookshelf” tab in Canvas. Students are automatically billed for the textbook this with their tuition. Print version of the text available at the bookstore.

The textbook is used to supplement classes and for review materials before the two exams and the final. You need to access the materials in the textbook, but do not need to own the textbook. There are copies available for short term loan at the Marriott Library and at the Math Tutoring Center. If you plan to borrow the book or have access in a different way, then you can OPT OUT of buying the textbook, also via the “Bookshelf” tab on Canvas. This must be done in the first two weeks of the semester. The bookstore will send you an email which has more information about inclusive access and opting out.

Additional course materials:

- The course website is in Canvas.
- The university has recorded lectures for MATH 1090, available at <http://www.math.utah.edu/lectures/math1090.php> These lecture videos can always be used as an additional resource in learning the course material, and may occasionally be used as part of class assignments. They will also be posted in Canvas.
- We will use the online site, Gradescope, for grading and giving feedback no exams. There is a link in Canvas to Gradescope. You may be asked to submit some assignments directly to Gradescope.

Technical requirements:

- A scientific calculator is needed for some homework and exams. On exams, you are allowed to use a basic scientific calculator, so long as it does not have graphing or scientific formula functionality. You are not allowed to use a phone or computer calculator app. If you are uncertain whether your calculator meets requirements, ask me.
- 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)

- The following is optional, but recommended
 - A microphone (used for online meetings);
 - 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.)
- Students are expected to be computer literate; 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>
- 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://www.lib.utah.edu/services/knowledge-commons/checkout-equipment.php>
- For technical assistance, review the [Canvas Getting Started Guide for Students](#) <https://community.canvaslms.com/docs/DOC-10701> and/or contact TLT, Knowledge Commons, etc.

COURSE EXPECTED LEARNING OUTCOMES (ELOs)

1. Graph and analyze quadratic, exponential and logarithmic functions; solve quadratic, exponential and logarithmic equations.
2. Understand what a mathematical function is and know how to use linear, quadratic, logarithmic and exponential functions to model real world examples.
3. Know how to solve a system of linear or quadratic equations that arise in business applications.
4. Find solutions to linear programming problems, to maximize a function over a geometric region.
5. Perform simple matrix algebra computations.
6. Use matrices to solve systems of linear equations.
7. Understand what an inverse function is and be able to find the inverse function, when it exists.
8. Distinguish between simple and compound interest situations.
9. Calculate future and present value of annuities, and know when to use which formula for the life application.
10. Compute an amortization schedule and loan payments, such as automobile or mortgage payments.

COURSE DESIGN

Each week, we cover specific sections. You can choose when you work on the material in the week (as long as you meet deadlines), but you cannot complete the course completely at your own pace, as there are specific due dates throughout the semester. The course weeks start on a Wednesday and end on a Tuesday (for example, "Week 1" in our class is from Wednesday May 15 to Tuesday May 21, spanning the end of the first week of the semester and the start of the second). This allows students to get more feedback and use U resources at the end of the week than if the week ended on a Sunday.

On the first day of the course, you should go to the home page in Canvas. Here you will find announcement quizzes about different aspects of the course including the textbook, homework, quizzes, exams, communications and other things. You should read them all and take the quiz at the end of each. They are graded.

Weekly Expectations:

- **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 common final.
- **Reading** from your **text book**.
- **Watching the video lectures.** These were produced by the U of U math department. They are available in Canvas or on the math department website. If you find a video isn't addressing your questions, ask your instructor for additional resources.
- **Homework** is done online through Canvas. (We use the IMathAs platform.) There will be 3 to 4 HW assignments each week, except for exam weeks. You are encouraged to start HW promptly, seek help when stuck, and work together when doing homework (in such a way that all are learning the mathematics.) To be fully prepared for quizzes and exams, you should aim for getting a HW score of 100%.

If you spot an error (or you think it might be an error), please:

1. Email your instructor, me, Carlos Ospina (ospina@math.utah.edu),
 2. Email the course coordinator, Rebecca Noonan Heale (rebecca@math.utah.edu), and
 3. Post in the Canvas discussions. You will get a small amount of successful habits credit for reporting errors and we will try to respond quickly to fix errors or provide math support.
- **There will be "Quizscussion" quizzes and meetings weekly**, except for exam weeks. A "Quizscussion" is an assignment that has some questions like you will see on exams and some discussion questions. You can first access them on Friday, and they are due on Tuesdays.

The Quizscussion meetings are held on Monday and Tuesday, before the quiz is due. These 50-minute meetings are facilitated by the Learning Assistant. You will discuss quiz and discussion questions in small groups. The goal of these meetings is to help all 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. Multiple meeting times will be offered. You should sign up for the time that works best for you and try to attend it, but you can attend at other times when needed.

The weekly workflow is to work on the assignment independently, then submit a draft to Canvas (first part of the draft/meeting grade), attend a Quizscussion meeting (second part of the draft/meeting grade), make updates to your quiz, and then submit a final version of the quiz to Gradescope.

You may be wondering why an asynchronous online class has a weekly meeting. Our goal is for students to be successful and the weekly meetings have helped students in their understanding of material, in feeling connected to the course, and knowing about resources, all of which contribute to student success. If you are not able to attend a Quizscussion meeting (or meetings), you can make this up by making three qualifying (paragraph-long) discussion posts in the Canvas discussions and contacting the LA.

You will either need to print your Quizscussion file or make a handwritten version of the template. (If handwriting, you need to have exactly as many pages as the template and have the same solution areas in the same places on the same pages. You don't need to copy the questions, but it is necessary that the document you turn in will line up with the quiz file template when it is fed through a printer.) You are responsible for submitting the assignment with the correct format and correct file extension. There are penalties for any Quizscussions that do not follow the template exactly (same number of pages, solutions in the same places on pages, pages in order and correctly rotates/sized). This is because Gradescope gives the grader the specified area on the page in which the answer should be.

- **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 45 points in the summer semester. 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. (1 point per assignment)

- Reviewing feedback from graded quizzes and exams. (1 point per assignment)
- Reporting errors in course materials (1 point)
- Doing an activity of your choice that helps you learn (1 point)
- Making plans for the week that is coming up. (1 point)

There will be a Gradescope survey to fill out each week, where you will report which option(s) you chose and fill in information about them. This is due on Tuesday nights (grace period without penalty through Thursday night). You should aim for 5 points each week and you can earn up to 10. If you complete more than 5 points on average, by the end of the semester, the excess points become extra credit.

The successful habits/extra credit component of the course is there to support your learning and contribute positively to your grade. However, you have the option to opt out of habits (which also opts you out of extra credit). To do so, you must email your instructor after Exam 1 is graded and before the final exam.

- **Midterm and Final Exam**

The material in this course is divided into three parts. After each of the first two parts, there will be an exam covering the material for the corresponding part. At the end, the final exam will cover the third part and selected, preannounced topics from the first two parts. Review material will be posted a week before exam testing starts.

All exams will be proctored at in-person testing locations, either through the Uonline Exam Center (in the Marriott Library), at the U facilities in Sandy and St. George, or at an approved proctor that you arrange. 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.

You may bring an approved scientific calculator and 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 graphing or financial 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
- Quizscussion
 - Draft of Quizscussion – due in Canvas before attending the meeting
 - Quizscussion Meeting – zoom meeting on Monday or Tuesday with classmates and LA
 - Final draft of Quizscussion - due each Tuesday at 11:59 pm in Gradescope
- Successful Habits Survey – due each Tuesday

Exams:

- Exam 1: (Week 4) date will fall between Wednesday 6/5 and Tues 6/11
- Exam 2: (Week 8) date will fall between Wednesday 7/3 and Tues 7/9
- Final Exam: (Finals Period) date will fall between Thursday 8/1 and Fri 8/2

Other dates:

Drop/audit date: Wednesday, May 22nd, 2024

Withdraw date: Friday, June 21st, 2024

Week (Starts on Wednesday, Ends on Tuesday)	Dates	Sections Covered
Orientation	Mon May 13 – Tues May 14	A:Quizzes in Canvas
1	Wed May 15 – Tues May 21	1.1, 1.2, 1.3, 1.4
2	Wed May 22 – Tues May 28	1.5, 1.6, 1.7, 1.8
3	Wed May 29 – Tues June 4	2.1, 2.2, 2.3
4	Wed June 5 – Tues June 11	Exam 1
5	Wed June 12 – Tues June 18	3.1A, 3.1B, 3.2, 3.3
6	Wed June 19 – Tues June 25	3.4POLY, 3.6, 3.4PW, 3.7,
7	Wed June 26 – Tues July 2	4.1, 4.2, 4.3, 4.4
8	Wed July 3 – Tues July 9	Exam 2
9	Wed July 10 – Tues July 16	4.5, 4.6, 5.1,
10	Wed July 17 – Tues July 23	5.2, 5.3, 5.4,
11	Wed July 24 – Tues July 30	5.5, Review
Finals	Thurs Aug 1 – Friday Aug 2 or earlier upon arrangement	Final Exam

ASSESSMENTS, GRADING, LATE POLICY, GRADES

- Announcement Quizzes 2%
- Homework 16% (lowest 3 assignments dropped)
- Quizscussions 16% (lowest 2 assignments dropped)
- First Draft and Attending Quizscussion Meetings 3% (lowest 3 dropped)
- Successful Habits 3% (Goal is to earn 45 points. Can earn up to 10 points per week. Additional points work like extra credit)
- Midterms 1 & 2 40% (20% each)
- Final Exam 20% (If you don't take the final exam, you will get an "E" grade in the class)

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).

Regrading Policy: 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, Zoom Discussions 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 Quizscussions. 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 them.
- If you would like a habits survey opened 1-2 days early, contact your instructor.
- If you cannot attend a Quizscussion Meetings you have the option to contact your LA and post in Canvas discussions.

Late Policy for Quizzes, HW, and Habits Surveys

You are expected to turn things in on time. **Equipment failures will not be an acceptable excuse for late or absent assignments.** Similarly, **it is your responsibility to start assignments early** enough, so that even if you are in traffic, your flight gets delayed, you are called into work, you run out of ink, you do work for another class, etc., you still have time to deal with the situation and then finish the assignment/homework. **The policies described below as combined with the dropping a certain number of assignments and giving partial credit for late submissions are all in place to help deal with any unforeseen circumstances.**

- You should submit the quiz to Gradescope. Quizzes are due Tuesday night. If your quiz is one day late (submitted by Wednesday night), there is a 20-point penalty. If your quiz is two days late (by Thursday night), there is a 30-point penalty.
- HW is also due Tuesday nights. You can submit HW late for 80% credit on problems done late. There is no limit on the number of assignments submitted late.
- There is no penalty for submitting successful habits surveys late, through Thursday night. 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

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 1090 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 1090 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 1100 (Business Calculus).
- 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 via email through the Canvas server and in the Canvas announcements page. You will be responsible for any information contained in them as well as the information announced in class. 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 (INSERT NAME) 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.
 - 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

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

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).

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.

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 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). 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>).

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

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 announced in class and posted on Canvas.