WELCOME TO

MATH 1300 – INTERMEDIATE ALGEBRA

SEMESTER CREDIT HOURS-Credits: 3 Class: 3 Lab: 0

(Revised Fall 2021)

Instructors will response to messages received will be sent within 24-48 hours. However, please note that emails sent over the weekend may not receive a reply until the next business day. It is important to plan accordingly. Gatormail is the official student email of UHD. All email correspondence from you and to you will occur using your Gatormail account. Click here for BB resources. If you lose access to the BB site or have other technology issues, please contact IT at bb@uhd.edu to try to resolve. NOTE: you can set up a free Google Phone number that can forward to your personal phone: https://youtu.be/c8fS-RB7FYw.

Course Description:

A survey of pre-college algebra is intended to build and reinforce the essential algebra skills needed for MATH 1301 - College Algebra and MATH 1324 - Mathematics for Business and Social Sciences. Topics include operations with algebraic expressions, factoring, the Cartesian coordinate system, systems of 1st degree equations in two variables solved by graphical and algebraic methods, slope and distance formulas, integer and rational exponents, radicals, an introduction to quadratic equations and word problems. This course may not be used to satisfy degree requirements.

Prerequisites:

A TSIA2 score that does not meet college readiness in Mathematics, and co-enrollment in MATH 1301 or MATH 1324. Successful completion of MATH 1301 or MATH 1324 (with a C or better) will satisfy the TSI requirements for developmental mathematics. For current TSIA2 College Readiness scores, please see https://www.uhd.edu/testing/Pages/testing-tsia.aspx.

Learning Objectives:

By the end of this course, students will:

- Perform multiplication and division with polynomials, and evaluate and simplify polynomials.
- Factor the greatest common factor from polynomials, factor binomials and trinomials using several techniques
- Solve quadratic equations by the methods of factoring, the Zero-Product Property, complete-the-square, apply the Square-Root Property, and the Quadratic formula
- Graph basic transformations of quadratic functions
- Evaluate, simplify, and solve rational expressions and equations
- Evaluate and simplify square-roots, cube roots, compute n^{th} roots, and complex fractions
- Simplify and combine radical expressions, rationalize denominators, and write radicals using rational exponents and vice-versa.
- Solve radical equations and apply the distance formula
- Identify, define, recognize, and evaluate functions and their representations
- Solve linear equations in one and two variables by various methods
- Solve quadratic equations in one variable by various methods
- Graph, Identify, define, recognize, and evaluate linear functions and their representations
- Graph, Identify, define, recognize, and evaluate nonlinear functions and their representations

Textbook & Course Materials:

Beginning and Intermediate Algebra with Applications and Visualization, Fourth Edition, by Gary Rockswold and Terry Krieger, Pearson Education, 2018, ISBN 9780134474304 (Loose-leaf textbook is available bundled with the required MATH 1300 MyLab Math access pack in the UHD bookstore or students may purchase online direct from Pearson via MyLab left menu option at a reduced price with MyLab enrollment). The departmentally required Mylab course platform provides online access to many other publisher services for students as well as a complete interactive electronic version of the textbook. **For students to use MyLab Math, they must purchase access from either the UHD bookstore or online** at http://www.mymathlab.com. **Instructors will require MyLab assignments (homework and quizzes) and count these assignments equivalent to a regular test grade.**

Book Purchasing: A student of this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be purchased from an independent retailer, including an online retailer.

Calculator Policy: Each student may purchase or otherwise have access to a scientific or graphing calculator throughout the semester and will be allowed to use a scientific calculator on the final exam. Students can use calculators on all exams including the final exam. The most common models are the TI30xa or the TI30xi models, or the one of the TI graphing models.

Technology Requirement:

All classes at UHD require students to access materials in our Blackboard learning system or other learning applications. Online, hybrid or even face-to-face classes will assign work that requires access to a computer for creating and submitting assignments, taking tests, conducting research, working with classmates, or engaging with the class. As importantly, if University locations are not available to students for any reason, the online environment becomes a critical pathway for continuing our classes and supporting your goals of completion. Unfortunately, most phones and even some tablets may not provide the level of technology or access that can maximize your success. Therefore, it is essential for every student at UHD to have reliable access to internet and a computer that meets some basic requirements. You should communicate in a timely manner with your instructors in the case of any challenges in using technology. Here are some resources to help you determine equipment needs and usage:

- For recommended technology requirements: Technology recommendation
- For challenges in using technology: UHD IT support center
- For resources on purchasing technology: Computer access and support

Required Technology:

To succeed at online courses at UHD, students will need a desktop or laptop computer running an up to date Windows or macOS operating system, using the latest Firefox or Chrome browsers. A built-in or add-on webcam is also often required in certain courses where multimedia tools (Zoom, VoiceThread, etc.) and/or exam proctoring tools (Lockdown Browser, Monitor, etc.) are used. Chromebooks are not compatible with test proctoring tools such as ProctorU or Lockdown Browser. While the Blackboard App can be helpful for some course features, we recommend not using it for graded activities. To avoid being booted from your connection at critical moments, students are encouraged to access courses, in particular exams, on a computer that's hardwired to the Internet router (via Ethernet using a Cat 5 or Cat 6 cable) as opposed to depending on Wi-Fi. For more information on taking Blackboard tests, see this guide. Additionally, this course may require additional software downloads and installs, so the student will need a machine with permission to do that. This course will also require the additional purchase of Pearson MyLab Math. To supplement what is done in class, your instructor will require an online resource called MyLab Math. In order to use MyLab Math, you must purchase a Student Access Code online at

http://www.mymathlab.com or from the UHD Bookstore (bundled with new textbook or sold separately specifically for MATH 1300). If you previously purchased a MyLab Math code for MATH 1300, you MAY NOT need to purchase a new code this semester (depends on length of access you originally purchased. Your account will still be active, but you will need to enroll in a new course.) You can use MyLab Math on any computer that has Internet access. If you do not have a computer at home with Internet access, you can log into MyLab Math from a UHD computer, print out the MyLab Math assignment, work through the exercises on paper, and then enter the answers in MyLab Math when you are next on campus. Your instructor will provide you with the information on how to register with MyLab Math – you will need a valid email address – use one that you regularly check. The instructor will provide information to register either (1) Directly through MyMathLab.com. You will register with MyLab Math at http://www.mymathlab.com . The course ID number will be given to you by your instructor, and the zip code for UHD is 77002. You will then create a Login Name and Password which you will use to log in whenever you use MyLab Math at http://www.mymathlab.com to complete assignments, or (2) Directly through UHD Blackboard with a linked MyLab access - You must register with MyLab through links provided in Blackboard (not directly with MyLab website) with this option. If you have never used a Pearson MyLab product before, you will then create a MyLab Login Name and Password. Make sure to record your exact login name and password for future logins in another course, or if Blackboard is down due to technical difficulties, so you will be able to temporarily access MyLab directly to access course assignments at http://www.mymathlab.com. Be sure to register with MyLab Math during the FIRST DAY of the class, so you can begin to access your etext and use it to access assignments right away. The MyLab e-text and assignment platform offers an initial 14-day FREE TRIAL, after this time you must purchase a Student Access Code. It is recommended that you purchase the 18-week only access option. The computers in the Center for Math & Statistics (formerly called the Math Lab) in N925, the Academic Computing Labs (S800, C300, B200), the PLTL (Peer Led Team Learning) Lab (S738), and the SI Lab (S405) can be used to access MyLab Math. The MyLab platform allows you to access to

- Complete and submit required homework and quiz assignments online and check your MyLab grades
- View a complete online version of the textbook and look access to various multimedia sources such as online video clips, activities, interactive figures, PowerPoint presentations, study skill modules, and much more.

Testing and Final Exams:

Any class may use an online testing option through Blackboard but for in-person or hybrid classes, the exam may be in-person during the scheduled exam period. For more information on taking Blackboard tests, see this guide. If proctoring is required, your instructor will inform you of the process for setting up this option either through Blackboard or an alternative venue, and they will inform you of whether there are any additional costs as part of the course syllabus. UHD has a final exam period at the end of the semester. For any courses with an in-person component, there are specific times scheduled for the exams which can be found on our academic calendars webpage. Students are expected to be available during the scheduled period unless they have consulted their instructor and identified an alternative option.

Use of Blackboard, Gatormail, and Zoom:

You are expected to regularly participate in your classes as scheduled as well as engage course material through Blackboard as required by instructors. Gatormail is the official UHD email communication system and UHD staff and faculty must use it to share student-specific information that is protected by FERPA guidelines. You should check your account regularly for both class and university messages. This class that has virtual online meetings that use Zoom, you are expected to attend at scheduled times and participate fully following any protocols established by your instructor. Specific course elements and/or exams may require live video. Your instructor will provide this information to you as part of the course syllabus. Students with concerns regarding any requirement to participate in live video for specific course learning outcomes and/or assignments should consult their instructor.

Recording of Class Sessions:
Some of the sessions in courses with online engagement may be pre-recorded, recorded or live-streamed by the instructor. Such recordings/streaming will be available only to students registered for this class. Students should not share these instructor-recorded sessions with those not in the class or upload them to any other online environment. Students should not record or stream course sessions. Doing so may be a violation of the Federal Education Rights and Privacy Act (FERPA). Please check with your instructor before sharing recordings of class content with any individual.

Academic Honesty:
As a UHD student, you are responsible for following the UHD Academic Honesty Policy Statement 3.A.19, which defines the scope of academic honesty and identifies processes for addressing violations, including an appeal process. As per the policy, "students are responsible for maintaining the academic integrity of the University by following the Academic Honesty Policy. Students are responsible for doing their own work and avoiding all forms of academic dishonesty." Academic dishonesty includes, but is not limited to, cheating and plagiarism. Your faculty member will identify the penalty for academic honesty violations and the penalty of an F in a course is recommended "in instances of multiple and/or flagrant violations." The policy also requires that all violations are reported to the Office of the Dean of Students.

Course Format:
This class will include required synchronous virtual class meetings. Whether meeting with classmates or the instructor, we will follow the guidelines below to maximize opportunities for all to engage and to provide a supportive environment:

- While camera presence may be required by the instructor for general class meetings, please consider using the camera whenever possible. You can use a virtual background-instructions at: virtual background for Zoom
- Regardless of camera presence, everyone must create a Zoom account and include a photo and your full name to participating in live sessions. Look here for how to do this: customize Zoom
- Full attention must be given during live sessions to the virtual meeting—be prepared to respond to take notes, chat, polls, audio discussion, or other requested engagement during the entire session.
- When using breakout rooms, be sure to accept the room assignment and participate actively in the task.
- If you need to step away to handle a critical issue in your environment, send a private chat note to the instructor and indicate when you return. Do not disconnect from the session during this time unless you have indicated that you cannot return.
- Respect the class by being on time and managing your volume, chat, and visual presence (use mute when not talking, do not use distracting or inappropriate background images, etc.)
- When the instructor drops off or the virtual meeting ends unexpectedly, wait 5 minutes and try to reenter the meeting. If that is not successful, check your Gatormail and class BB shell for information and instructions.
- When your own connection drops during a class meeting or session, as soon as possible try to reengage and send a private chat note to your instructor. If you cannot reengage, email or text your instructor as soon as possible to explain what happened and ask what you missed.
- Make a note of the meeting ID and passcode before you join via computer; if your connection fails, try to rejoin using a cell phone (please download the ZOOM app for your phone if possible as a backup plan). The class meeting ID and passcode will remain the same all semester.
- Specific course assignments and/or exams may require live video. The instructor, will provide this information to you in advance if this is required. If you have a concern regarding any requirement to participate in live video for specific course learning outcomes, please contact the instructor to determine whether alternatives are available.

Students new to online may find these resources particularly valuable to determine your readiness for and understand general expectations in an online course:

- **Online Readiness SelfAssessment (Link)**: Complete this assessment to receive specific feedback based on individual needs. This self-ssessment has 22 questions, and it shouldn't take more than a few minutes for you to complete.

- **Realistic Preview of Online Learning (Video):** In this brief video, hear from UHD students on what to expect in an online class and how to overcome common challenges.
- **Blackboard Orientation:** After logging into Blackboard, students can complete an orientation on the foundations of Blackboard

Teaching Philosophy:

As this is a university level course, the material is intended to encourage critical thinking and discussion as we examine new ideas and concepts from varying frameworks. To do this effectively instructors will do their best to foster an environment in which each class member is able to hear and respect each other. In turn, it is vital that each class member show respect for all worldviews and diverse experiences expressed in class. The intent is that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs will be addressed both in and out of class; the diversity that students bring to this class is viewed as a resource, strength and benefit. Instructors strive to present materials and activities that are respectful of diversity in gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Please let your instructor know of any ways to improve the effectiveness of the delivery or content of this course for you personally or for other students or student groups.

Course Requirements:

Instructors are required to count homework as a meaningful fraction of the overall course grade, approximately equivalent to one regular test. The online homework program consisting of algorithmically-generated, automatically-graded problems, one set for each section covered in the syllabus Each instructor MUST cover all course topics by the end of the semester. A maximum of four and a minimum of three in-class tests and a comprehensive departmental final exam will be given. Neither an open book nor a take-home test will be given, and an equivalent version of a test will not be distributed before any test. Any review sheet provided by the instructor will be comprehensive and the student should not feel that class notes, homework or text may be ignored in favor of the review sheet. Each instructor will include and evaluate activities that use scientific calculators and/or spreadsheet technology (*such as Excel)*.
Do not submit work for a grade using only the information in this syllabus. Detailed instructions will be provided for assignments by the instructor.

Final exams will be proctored tests. Your instructor will provide the necessary information as to the services offered by the UHD Office of Testing Services and when registration is accepted for the semester final. Registration for the Downtown campus, Northwest campus and ProctorU will be open until the day of the final exam. There is no deadline, but favorable time sessions will close fast. Seats are available on a first come, first serve protocol. ADA students should contact Disability Services regarding test scheduling. The Office of Disability Services has their own registration process for testing students during final exam week. Please keep in mind that during the proctored final:

- o pencils and blank scratch paper will be provided by Testing Services
- o e-book readers (tablets) are allowed only if approved by the professor
- o cell phones and laptops are not allowed in the testing room
- o If notes are allowed: **Students are NOT allowed to use exam questions, chapter solutions, review sheets with questions/answers and practice problems as notes.**

Students may also choose to test remotely using the Office of Testing Services ProctorU option. The Office of Testing Services will build the exam with ProctorU and will also be the contact person for ProctorU. Students are responsible for all fees incurred for the online proctoring service. ProctorU charges by the exam duration. What is ProctorU? ProctorU monitors students via the internet through a webcam and microphone. Note: ProctorU has the right to refuse students access to their tablet during testing as tablets per UHD proctored testing guidelines given below. To learn more about ProctorU go to https://www.proctoru.com/services. (Note: Respondus Lockdown Browser and Respondus Monitoring does not work with ProctorU. Respondus restricts third party applications from running in the background and ProctorU is a third party application.)

Grading Scale:
The final exam for this course is comprehensive, proctored, and counts 1/3 of your course average. Your instructor will provide complete information as to how your course average will be computed. Your final course average will be used assign your final course grade according to the formula shown here. Since MATH 1300 is considered a pre-college course, this grade will appear on your transcript but will not be calculated into your GPA. Instructors will clarify what constitutes a grade of A*, B*, C*, etc. The final course average will be used to assign the final course grade as follows:

$90 - 100 \rightarrow$ A*
$80 - 89 \rightarrow$ B*
$70 - 79 \rightarrow$ C*
$60 - 69 \rightarrow$ D*
$0 - 59 \rightarrow$ F*

Instructors will clarify what constitutes a grade of A*, B*, C*, etc.

Course Objectives Mapping:
A survey of pre-college algebra is intended to build and reinforce the essential algebra skills needed for MATH 1301-College Algebra or MATH 1324 – Mathematics for Business and Social Sciences. Topics include operations with algebraic expressions, factoring, the Cartesian coordinate system, systems of 1st degree equations in two variables solved by graphical and algebraic methods, slope and distance formulas, integer and rational exponents, radicals, an introduction to quadratic equations and word problems. The course covers the following sections of the textbook. In some cases, not all pages from a section are covered.

COMMON MATH 1300 COURSE CONTENT	
Chapters	*Sections*
Chapter 3 **Graphing Equations** ☐ Solve linear equations in one and two variables by various methods ☐ Graph, Identify, define, recognize, and evaluate linear functions and their representations	3.3 Intercepts; Horizontal and Vertical Lines 3.4 Slopes and Rates of Change
Chapter 7 **Rational Expressions** ☐ Evaluate, simplify, and solve rational expressions and equations	7.1 Introduction to Rational Expressions 7.6 Rational Equations and Formulas
Chapter 8 **Introduction to Functions** ☐ Graph, Identify, define, recognize, and evaluate linear functions and their representations ☐ Graph, Identify, define, recognize, and evaluate nonlinear functions and their representations	8.1 Functions and Their Representations 8.2 Linear Functions 8.4 Other Functions and Their Properties
Chapter 11 **Quadratic Functions and Equations** ☐ Solve quadratic equations in one variable by various methods ☐ Solve quadratic equations by the methods of factoring, the Zero-Product Property, complete-the-square, apply the Square-Root Property, and the Quadratic formula	11.1 Quadratic Functions and Their Graphs 11.4 The Quadratic Formula

ADDITIONAL MATH 1300/MATH 1301 COURSE CONTENT	
Chapters	*Sections*
Chapter 3 **Graphing Equations** ☐ Solve linear equations in one and two variables by various methods ☐ Graph, Identify, define, recognize, and evaluate linear functions and their representations	3.5 Slope-Intercept Form 3.7 Introduction to Modeling
Chapter 5 **Polynomials and Exponents** ☐ Perform multiplication and division with polynomials, and evaluate and simplify polynomials.	5.4 Special Products
Chapter 6 **Factoring Polynomials and Solving Equations** ☐ Factor the greatest common factor from polynomials, factor binomials and trinomials using several techniques ☐ Solve quadratic equations by the methods of factoring, the Zero-Product Property, complete-the-square, apply the Square-Root Property, and the Quadratic formula	6.1 Introduction to Factoring 6.2 Factoring Trinomials I ($x^2+ bx + c$) 6.3 Factoring Trinomials II ($ax^2+ bx + c$) 6.4 Special Types of Factoring 6.6 Solving Equations by Factoring I (Quadratic)
Chapter 10 **Radical Expressions and Functions** ☐ Evaluate and simplify square-roots, cube roots, compute n^{th} roots, and complex fractions ☐ Simplify and combine radical expressions, rationalize denominators, and write radicals using rational exponents and vice-versa. ☐ Solve radical equations and apply the distance formula	10.1 Radical Expressions and Functions 10.2 Rational Exponents 10.3 Simplifying Radical Expressions 10.4 Operations on Radical Expressions 10.6 Equations Involving Radical Expressions

ADDITIONAL MATH 1300/MATH 1324 COURSE CONTENT	
Chapters	*Sections*
Chapter 2 **Linear Equations and Inequalities** ☐ Solve linear equations in one and two variables by various methods	2.2 Linear Equations 2.6 Linear Inequalities
Chapter 3 **Graphing Equations** ☐ Solve linear equations in one and two variables by various methods ☐ Graph, Identify, define, recognize, and evaluate linear functions and their representations	3.2 Equations in Two Variables
Chapter 4 **Systems of Linear Equations in Two Variables** ☐ Solve linear equations in one and two variables by various methods	4.2 Solving Systems of Linear Equations by Substitution 4.3 Solving Systems of Linear Equations by Elimination 4.4 Systems of Linear Inequalities
Chapter 5 **Polynomials and Exponents** ☐ Perform multiplication and division with polynomials, and evaluate and simplify polynomials. ☐ Evaluate, simplify, and solve rational expressions and equations	5.5 Integer Exponents and the Quotient Rule
Chapter 9 **Systems of Linear Equation** ☐ Solve linear equations in one and two variables by various methods	9.2 Matrix Solutions of Linear Systems
Chapter 11 **Quadratic Functions and Equations** ☐ Graph basic transformations of quadratic functions	11.2 Transformations and Translations of Parabolas 11.3 Quadratic Equations
Chapter 12 **Exponential and Logarithmic Functions** ☐ Identify, define, recognize, and evaluate functions and their representations ☐ Graph, Identify, define, recognize, and evaluate nonlinear functions and their representations	12.2 Exponential Functions 12.3 Logarithmic Functions 12.5 Exponential and Logarithmic Equations

Learning Objectives Activities/Assessment

Course Policies & Procedures:

Instructors will clarify any specific course policies and procedures. Any correspondence regarding your participation or grades can only be sent to your Gatormail.

Participation Policy:

Instructors will clarify any specific participation policy. Your failure to engage course material or make contact with faculty to adequately explain your absence by the 10th class calendar day of the semester will result in your being administratively dropped from this course. Being dropped from this course may affect your enrollment status and/or your financial aid eligibility.

Strategies for Student Success

Nine important tips for becoming a successful college mathematics student:

- □ Attend our ZOOM class sessions regularly.
- □ Read your book and Do your homework.
- □ Listen and ask questions.
- □ Contribute to class online discussions.
- □ Interact with your teachers using the phone or email.
- □ Form your own online ZOOM ROOM study groups with your classmates.
- □ Email your advisor couple times during the semester.
- □ Get involved in the online student activities that will be offered this semester.
- □ Share new ideas with your friends and family.

VISIT THE UHD ALGEBRA STUDENT WEB PAGE FOR MORE INFORMATION: http://cms.dt.uh.edu/qep/algebra

Student Challenges & Emergencies:

Like many students at UHD, your placement test results indicate that your arithmetic and algebra skills are not sufficiently developed for you to pass one of the core college level mathematics courses required of all students at UHD (these core courses are MATH 1301 or MATH 1324). MATH 1300 is a developmental course intended to strengthen and build your mathematical skills up to the college level. Upon completion of this course, you will take MATH 1301 or MATH 1324, depending on what your degree plan requires.

If you are experiencing any challenges in this course, the first place to seek assistance and resources is from your instructor, both inside and outside of class. Your instructor will provide the times and locations where he or she is available for office hours to work with you outside of class. Next, students have the following UHD Student Support Services available free of charge:

- The Center for Math & Statistics Support The Center for Math & Statistics Support ($C4MS^2$) will be offering excellent math and statistics support all semester. Schedule a one-on-one tutoring appointment with a highly trained $C4MS^2$ tutor or UHD math/stats faculty member who can help you master challenging math and stats concepts. Appointments are available Monday-Thursday 9 a.m. to 7 p.m. and Friday-Saturday 9 a.m. to 3 p.m. Visit the $C4MS^2$ website at uhd.edu/mathcenter to learn more about our services, schedule an appointment, and access math/stats online resources. If you have further questions, email us uhd.edu/mathcenter. You are encouraged to visit the Center throughout the semester whenever you feel you have time to work there - no appointment required. It is also an excellent place to study the textbook and work on homework problems, so that you can receive immediate answers to your questions.
- The accompanying online homework component, MyLab Mastering, at http://www.mymathlab.com provides numerous help resources such as chapter pretests, exercise examples, and self- quizzes. The

multimedia online library contains section lecture videos, animation examples, PowerPoint slides, test prep videos corresponding to each textbook chapter test, and a multimedia textbook.

- UHD has developed many resources to support your learning, and have developed a website that will offer a "one stop shop" for access to many of the resources you might need this semester to support your educational goals. Please access this website to get started: https://tinyurl.com/SSR2020. If you do not find the resource you need on this website, please contact your instructor, who will make every effort to connect you with the help you need.

Retention is everyone's job and instructors' treat students holistically.

Student Support Services

UHD has developed many resources to support your learning, engagement with UHD activities, and other UHD proc esses. We have developed a website that will offer a "one stop shop" for access to many of the resources you migh t need this semester to support your educational goals. Please access this website to get started. If you do not find the resource that you need on this website, please contact the Dean of Students Office at 713-221-8100 or uhdstudentaffairs@uhd.edu ;they will make every effort to connect you with the help you need.

Student Counseling Services

As a student you may experience a range of issues that can cause barriers to learning. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. UHD Student Counseling Services is here to help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 713-500-3852 or at https://www.uhd.edu/student-life/counseling/.

Accessibility and Statement of Reasonable Accommodations

The University of Houston-Downtown (UHD), is committed to creating a learning environment that meets the needs of its diverse student population. Accordingly, UHD strives to provide reasonable academic accommodations to students who request and are eligible, as specified by Section 504 and ADA guidelines. Students with disabilities may work with the Office of Disability Services to discuss a range of options to removing barriers in this course, including official accommodations. If you have a disability, or think you may have a disability, please contact the Office of Disability Services, to begin this conversation or request an official accommodation. Office of Disability Services, One Main St., Suite GSB 314, Houston, TX 77002. (Office Phone) 713-221-5078 (Website) www.uhd.edu/disability/ (Email) disabilityservices@uhd.edu

Class Cancellations, University Closures, and Natural Disaster:

Instructors will specify any specific information regarding communications with students for any class cancellations, university closures, and natural disasters that may occur during a semester.

The information is below is considered policy on course syllabi for all classes at UHD in accordance with UHD's policy on course syllabi. It exists in addition to all other requirements in the syllabus that your instructor provides and all other university, system, state, and federal policies and requirements. Substantive changes to this set of policies will be communicated to faculty and students via official UHD email systems.

Responses to University-Wide Disruptions: In the event of university-wide disruptions for any reason, including weather, health, and safety concerns, UHD may require instructors and students to engage in their classes via different modalities and/or timelines to minimize disruption to the continuity of the semester. Such changes may entail adjustments in syllabus content. Instructors will communicate any changes in writing to all enrolled students as soon as circumstances allow. Disruptions aside, instructors reserve the right to adjust their syllabi as needed in order to accommodate the education needs of the class, but any such changes will be communicated to students in writing during the course of the semester. Please continue to check the UHD website uhd.edu to understand how UHD is responding to the most current COVID-19 circumstances and regularly check your class Blackboard site and Gatormail sources for information specific to your classes.

COVID-19 Exposure or Diagnosis: Any student who is exposed to or diagnosed with COVID-19 should self-report to the university using forms found on our UHD COVID-19 Webpage, even if you are taking only online courses. Self-reporting allows the university to offer support and guide you to university and community resources, as well as maximize safety for the larger UHD community. You as a student may be eligible for short-term academic accommodations if you are affected by COVID or are asked to quarantine. You should make this request through the Office of Disability Services. Please note that reporting through faculty or staff does not constitute official self-reporting. For classes with in-person meetings (FTF or Hybrid): If any member of the class reports exposure or diagnosis while on campus, instructors will follow the instructions for immediate action posted in all classrooms. Our UHD contact tracing team may contact class members and instructor with appropriate steps, which may include self-isolation for a period of time. All students and instructors should be responsive to contact tracing outreach and watch for emails through official UHD email accounts for any information about class meetings or follow-up steps.

Safety Precautions: All individuals coming to the UHD campus must observe all safety precautions articulated by the university. Please review the most current requirements on our website. We encourage all UHD community members to get vaccinated and follow; masks are optional but encourages as per state health guidance. Failure to comply with any institutional policies, including those regarding COVID precautions, may constitute a violation of the student code of conduct and lead to disciplinary action through the Office of the Dean of Students.

Most importantly—we are here to help you succeed at UHD! Please do not hesitate to ask questions of your instructor or any staff member.

End-of-Course Student Surveys (IDEA):

During the last week of the course, you will be asked to complete an end of course survey. Your thoughtful and honest responses to the survey are extremely important. We learn best what works, and what doesn't, by listening to our students. The survey is your chance to help us improve.

Syllabus Subject to Change:

This syllabus is tentative and subject to change. Changes, if any, will be announced in writing.

Course Calendar:

The Course calendar will be provided by the instructor and will contain only the general outlines of the activities and assignments that you are responsible for each week. Specific instructions may also be provided in Blackboard.