University of Houston DOWNTOWN

MATH 1324 | Mathematics for Business and Social Sciences

Course Information

Credit Hours: 3

Pre- or Co-Requisites: C or better in MATH 1300 or TSIA2 score meeting college readiness in Mathematics or TSIA2 MATH complete or TSIA2 MATH exempt. For current TSIA2 College Readiness scores please see https://www.uhd.edu/testing/Pages/testing-tsia.aspx

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; and linear programming.

Course Format

Course Prerequisite Skills Information:

This course is a freshman-level course that requires a background of two years of high school mathematics or MATH 1300 - survey of pre-college algebra is intended to build and reinforce the essential algebra skills such as operations with algebraic expressions, factoring, the Cartesian coordinate system, systems of first degree linear 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. As part of the Marilyn Davies College of Business success pathway at UHD, all MATH 1324 students are required to complete the "Mandatory ALEKS Prep Program" (MAPP) along with the enrollment in a MATH 1324 course. The university invests funds in this program and offers it to students free of charge to support their success in math. Students receive personal math instructor support, work in a personalized self-paced curriculum, and get prepared for success in their MATH 1324 course with this quick 6-week program. The MAPP average becomes 10% of the overall MATH 1324 course grade.

Course Purpose:

The purpose of the course is to provide students with some of the standard mathematical models and techniques needed to make quantitative decisions about "real-life" problems that arise in business, economics, and the social sciences. This course meets the UHD Common Core Mathematics Requirement as well as serves as a required course for majors in the Department of Mathematics and Statistics for Applied Statistics, BS and serves as a prerequisite course for the

following courses: MIS 3330 - Programming and Application Development; SCM 3309 - Materials and Inventory Management; STAT 2305 - Business Statistics with Applications. Additionally, a grade of C or better in MATH 1324 is required for admission and declaration of a business major in Marilyn Davies College of Business for the following majors: Accounting, BBA; Finance, BBA; General Business, BBA; Human Resource Management, BBA; International Business, BBA; Management Information Systems, BBA; Management Minor Management, BBA; Marketing, BBA; Risk Management and Insurance, BBA; Supply Chain Management Minor; Supply Chain Management, BBA.

Course Learning Outcomes

- Interpret and use functional notation, express concepts and properties in functional notation, recognize and apply different types of functions including linear, polynomial, rational, exponential and logarithmic
- Determine key properties of functions from various representations, and recognize common properties of different functions
- Solve linear and quadratic equations, and linear inequalities, and interpret solutions
- Perform operations with matrices and apply matrix methods to systems of linear equations
- Formulate and solve linear programming problems by graphical methods
- Compute simple and compound interest and annuities (present and future

Course Requirements

Instructors are required to count homework assignments, quizzes and chapter tests as a meaningful part of the overall course grade, in addition to the mandatory required MAPP preparatory program. The online Mylab program consists of algorithmically generated, automatically graded assignment problems that cover all objectives and textbook covered sections as reflected in this syllabus. Each instructor MUST cover all course objectives and sections by the end of the semester. Students are expected to interact on a weekly basis in Canvas to complete weekly assignments.

A departmental midterm and a comprehensive departmental final exam are to be given. Neither an open book nor a take-home test will be given, and students are encouraged to use academic honesty when testing - no textbook, notes, AI generations, cell phones, or added support. An equivalent version of any test in this class cannot be distributed, by departmental policy, before any test. Any review sheet provided by the instructor or department will be comprehensive, but the student should not feel that class notes, homework or text may be

ignored in favor of the review sheet and actual studying. Each instructor must include and evaluate activities that use a graphing calculator. Do not submit work for a grade using only the information in this syllabus. Detailed instructions will be provided for assignments by the instructor within the class syllabus. It is important that students adhere to and abide by the UHD academic honesty agreement when completing assignments online in this course to prepare for success on the final exam. The departmental final exams will be proctored, and all MATH 1324 students must take the final. The final exam for this course is comprehensive and compulsory proctored exam and counts approximately 1/3 of your overall course average. All necessary information as well as the testing services offered by the UHD Office of Testing Services for online courses will be provided by the instructor. ADA students should contact the Accessible Education Center regarding test scheduling. The Accessible Education Center has their own registration process for testing students during final exam weeks. Please keep in mind the following during the proctored final in this course, only a writing utensil, graphing calculator and the departmental course formula sheet are allowed. Students will not be allowed to use cell phones, e-book readers (tablets), i-pads, notes, review sheets, or access any other resources.

Learning Activities & Assessments

Instructors will assign a variety of assignments and activities during the semester. Course requirements include the following types of assignments.

Mandatory ALEKS Prep Program - As part of the Marilyn Davies College of Business success pathway at UHD, all MATH 1324 students are required to complete the "Mandatory ALEKS Prep Program" (MAPP) along with the enrollment in a MATH 1324 course. Students work on a personalized self-paced curriculum to get prepared for success in their MATH 1324 course. The MAPP average becomes 10% of the overall MATH 1324 course grade.

Reading Activities & Related Assignments - Student success begins with weekly reading of the text. Some instructors will assign an advanced reading assignment prior to each section as well as video lectures. This type of assignment supports engagement with the objective(s) by having students explore concepts by experimenting, conjecturing, proving or generalizing important key concepts presented in the readings. The instructor uses these types of assignments and activities to interact with each student and provide a higher quality of personal weekly support while providing meaningful individual feedback on the conceptual questions when necessary.

Mylab Weekly Homework and/or Quiz Assignments - Each section will be followed by departmentally required Mylab homework exercises and/or quiz assignments. All departmental homework and quiz assignments will each be worth 100 points total and will count equally with the respective grading

category group. Homework and quiz assignments provide interactive learning experience to provide practice of important skills for each section to master course objectives before testing. Mylab will automatically grade these algorithmic assignments with an overall average used for the course grade distribution percentage computations. There is a total of 20 section homework assignments with optional bonus worksheet activities for each section, worksheets are graded by chapter and are worth 100 points total (equivalent to one homework grade but are highly correlated with student success on chapter exams), and 13 quiz assignments (one quiz after approximately every two sections).

Mylab Testing - Specific chapter testing details, and those about the departmental midterm and final exam as well as the optional second-chance midterm and first take finals that are provided by the department on campus. Class specific testing information will be provided by the instructor on the following types of general testing in this course.

- Chapter Tests - Each chapter will be followed by a one-hour (60 minutes) timed online chapter test. Each test can be taken up to 3 times with only the highest grade used for grade computations. After completion of each test, students will be given the grade earned and Mylab will update the Study Plan for review of concepts mastered and provide additional support for concepts not mastered on the test. Each test can be taken up to a maximum of three times with only the highest attempt used for your chapter test average.
- Midterm - The departmentally created midterm exam over Chapters 1, 4, and 5, and has a maximum time of one-and-half hours (up to 90 minutes).
- Final Exam - Final exams are proctored tests - no books, notes, cell phones, tutors, etc.- just you, the formula sheet, two sheets of blank white paper. Your instructor will provide the necessary information regarding taking the final exam. Online courses will use the services offered by the UHD Office of Testing Services (note that online testing sessions are available on a first-come, first-serve basis). ADA students should contact the Accessible Education Center regarding test scheduling. Please keep in mind that during the proctored final:
    - Students are responsible for the additional charge (approximately $35) and account registration if testing remotely with ProctorU.
    - Pencils, calculator, the approved "printed" only MATH 1324 Formula Sheet are required.
    - No cell phones, i-pads, cloud-based computing, or tablets are allowed while testing or in the testing room.

- General Testing Policy - Once started, all tests must be completed in one sitting. If you have a service or power outage interruption or the testing window freezes, you can immediately re-access the test by using the original testing link again provided in the Canvas testing module. Note that the timer on the test will continue during this time. Contact the instructor if you are unable to complete a test in the course due to technical issues. For any courses with a scheduled class meeting 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.

UHD Signature Assignment Project - This assignment contains one application question from Chapter 5 - Linear Programming involving the formulating and solving of a linear programming problem by graphical methods. The assignment is required by the UHD General Education committee for all core courses. The assignment is graded on the ability to empirically and quantitatively reason, visual representation and the ability to present the problem with written interpretive results. A grading rubric is provided on the assignment submission page. There are five parts to the assignment, each part is worth a total of 20 points. The assignment is assigned and due approximately mid-term in the semester and worth a total of l00 points.

Technologies

All classes at UHD require students to access materials in our Learning Management System (Canvas) 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 a level of technology or access that can maximize your success. Therefore, it is essential for every student at UHD to have reliable access to the Internet and a computer with an up-to-date Windows or mac OS operating system that meets some basic requirements. You should communicate in a timely manner with your instructors in case of any challenges in using technology.

Technology Requirement:

This course 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. 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 as the preferred browser to access UHD and this course platform(s). While cell phones, i-pads, tablets, cloud-based systems, and the Canvas Student App can be helpful for some course features, they are not recommended to use for graded activities and exams. Additionally, this course may require additional document downloads, so the student will need a computer/laptop with permission to do that or a flash drive to save work. Unfortunately, most phones and even some tablets may not provide the level of technology or access that can maximize your success and cannot be used to complete the proctored final exam. Many additional course technology support links can be found on pages provided on the UHD Technical Support website. The course technology skills expected of the learner are:

- Access and use of Canvas learning management system (LMS)
- Access and use Access Pearson Mylab Math program
- Install software on their computer/laptop (administrative rights)
- Download and open files (pdf – Chrome PDF viewer)
- Use common programs such as Word and PowerPoint (Office 365 - free to students)
- Optional use of Canva online design tools (Canva: Visual Suite for Everyone - free to students)
- Identify common types of file extensions: .doc, rtf, .txt, .pdf, .ppt, .jpg, .git, etc
- Copy and paste (Ctrl+C and Ctrl+V)
- Using Zoom web conferencing tools and software (uhd.Zoom.us)
- Ability to access and view instructor-created course videos online through UHD Panopto
- Non-cloud-based computer or laptop with microphone and camera if using remote online proctor service, ProctorU

Privacy Statements – can be found for Canvas Privacy Statement, Pearson Privacy Statement, Zoom Privacy Statement, Panopto Privacy Statement, ProctorU Privacy Statement, Canva Privacy Policy on respective websites.

General Technology Requirement: University of Houston System - UHD Privacy Notice)

You should communicate in a timely manner with your instructors in case of any challenges with technology. UHD provides many resources to help you. UHD IT provides Laptop Checkout services as well as low-cost computing equipment to students through the Surplus Store.

During the semester, students will need to have

- Access to a reliable internet connection on a regular basis
- Regular access to check Gator email and Canvas Inbox messages

- Access and use UHD programs (like EAB Navigate - additional UHD programs found at UHD IT Services Catalog)
- Attach a file and upload Canvas assignment pages and discussion forums
- Access multiple web browsers (Mozilla Firefox, Google Chrome, Microsoft Edge, Safari)
- Manage browsers (pop-ups, pop-up blockers, updates, settings)
- Using the Student Canvas app on digital devices
- Use DUO 2FA (Two Factor Authentication)

Prohibited Technology in the Course:
Students are not allowed to wear smart glasses with cameras capable of video taping while in the classroom. Additionally, students will not be allowed to wear smart watches, smart glasses, or other smart devices while taking exams.

Calculator Requirement:
Each student will need to have access to a graphing calculator throughout the semester. A graphing calculator will be required on the departmental final exam. Students can use calculators on all assignments and exams. The instructor and the course textbook will refer to use of the Tl-84 model from Texas Instruments (approx. $100). The UHD Library, 4th floor OMB, and the Department of Mathematics & Statistics may provide emergency Tl-84 calculators for checkout by students in 0MB S705.

Teaching Philosophy

Communication is the key to success-we are all human-all humans have the ability to think mathematically and critically observing patterns and counting-sometimes advanced concepts take more time and more communications than others-be patient with yourself, seek help when necessary, and never surrender! Go for and reach your academic goals with dedication and honest effort. As this is a university level course, the material is intended to encourage critical thinking as we apply mathematical concepts to ideas and concepts from varying frameworks related to business and the social sciences. 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 shows 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. It is also important for you to know the university, college, and instructor support is available, almost always, by email, text, phone and/or walk-in visit. UHD feels that your success is our

personal and professional goal - there are multiple free university services to support your success. Math success is only one little communication away!

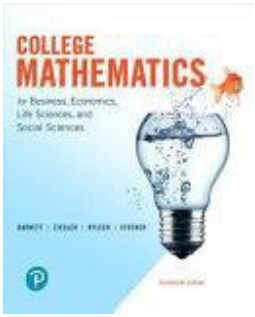
Strategies for Student Success

Some important tips for becoming a successful college mathematics student:

- Read your book and do your homework.
- Listen and ask questions.
- Contribute to class discussions and share ideas with the class.
- Interact with your instructor using the phone or email.
- Form your own study groups with your classmates.

VISIT THE UHD ALGEBRA STUDENT WEB PAGE:
http://cms.dt.uh.edu/qep/algebra
VISIT THE UHD CENTER FOR MATH & STATISTICS SUPPORT:
https://www.uhd.edu/sssl/student-success/mss/index.aspx

Required Textbooks & Course Materials



College Mathematics for Business, Economics, Life Sciences, and Social Sciences
ISBN: 9780134674148

Authors: Raymond A. Barnett, Michael R Ziegler, Karl E. Byleen, Christopher J. Stocker
Publisher: Pearson 2019

Publication Date: 2011-12-01

Edition: 14th Edition

Type of Resource: Textbook

Scientific or Graphing Calculator (graphing recommended)
Edition: Any
Type of Resource: Material

Additional Information

Calculators will be required on all exams.

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.

Undergraduate students/graduate students enrolled in this course were automatically registered for the Gator Textbook Access Program (GTAP). GTAP provides students with access to required course materials on or before the first day of class for a flat, per semester fee. Digital materials are primarily made available

through Canvas, our Learning Management System (LMS). If there are physical materials assigned in this course, Your UHD Campus Store will email you when they are ready to be picked up. You may choose to opt out of the GTAP fee through your student account; however, if you opt out, you will need to procure the course materials for all your classes on your own. Please visit the GTAP website for more detailed information or email gtap@ uhd.edu.

Feedback & Grading Policy

All Mylab assignments are algorithmic in nature and are automatically graded by Pearson Mylab. Questions about grading should be emailed to instructor. Each Mylab homework question is graded when complete and may be completed until correct; after three incorrect submissions the question will have to be regenerated but each regeneration again has three tries. Each Mylab quiz is graded at the time the quiz is submitted and can be taken up to 10 times with only the highest attempt used for grade computation purposes. Each Mylab chapter test is graded at the time of submission and can be taken up to 3 times with only the highest attempt used in the course chapter testing average. Quizzes and Tests must be entirely resubmitted versus correcting only questions that are incorrect in the homework assignments. UHD only allows for one submission attempt for the signature assignment.

Assignment Weights and Description

Assignment	Weight
Departmental Final Exam (proctored, comprehensive)	30%
Departmental Midterm Exam	15%
Mylab Chapter Tests	15%
Mylab Quizzes	10%
MyLab Homework Exercises	10%
Mandatory ALEKS Prep Program (MAPP)	10%
UHD Signature Assignment	5%
Participation (specifics determined by instructor)	5%

Grading Scale

The grading scale is as follows: A= 90-100; B = 80-89; C = 70-79; D = 60-69; & F = 59 or below.

Topics to be Covered

Chapter, Content and Section Coverage of Textbook eText Course Coverage and Concepts

eText Course Coverage and Concept Mapping	
Chapters/Concept	**Sections**
Chapter 1 - Linear Equations and Graphs Understand algebraic topics including solving linear equations and inequalities, apply various representations of linear graphs and equations of lines, evaluate and interpret linear regression	1.1 Linear Equations and Inequalities 1.2 Graphs and Lines 1.3 Linear Regression (Focus on interpretation and use)
Chapter 4- Systems of Linear Equations; Matrices Solve and interpret systems of linear equations with two variables using algebraic methods, matrices and Gauss-Jordan elimination for solving linear systems of equations, basic operations of matrices--multiplication of matrices. Emphasis is on applications.	4.1 Review: Systems of Linear Equations in Two Variables 4.2 Systems of Linear Equations and Augmented Matrices 4.3 Gauss-Jordan Elimination 4.4 Matrices: Basic Operations
Chapter 5 - Linear Inequalities and Linear Programming Graph systems of linear inequalities with two variables, and understand linear programming models and the solution of linear programming problems by graphical methods. Emphasis is on applications.	5.1 Linear Inequalities in Two Variables 5.2 Systems of Linear Inequalities in Two Variables 5.3 Linear Programming Two Dimensions: A Geometric Approach

Chapter 2 - Functions and Graphs Apply the basic definitions of functions, graphs and transformations, quadratic functions, polynomial and rational functions, exponential functions, and logarithmic functions to determine key properties of functions from various representations and recognize common properties of different functions.	2.1 Functions 2.2 Elementary Functions: Graphs and Transformations 2.3 Quadratic Equations 2.4 Polynomial and Rational Functions 2.5 Exponential Functions 2.6 Logarithmic Functions
Chapter 3 - Mathematics of Finance Solve problems in mathematics of finance by calculating simple interest, compound interest and effective interest rates, future and present value of an annuity, sinking fund payments, and amortization payments. Emphasis is on applications.	3.1 Simple Interest 3.2 Compound and Continuous Compound Interest 3.3 Future Value of an Annuity; Sinking Funds 3.4 Present Value of an Annuity; Amortization

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 to accommodate the education needs of the class, but any such changes will be communicated to students **in** writing during the semester.

Please check the UHD website to understand how UHD responds to any unexpected circumstances and regularly check your class Canvas site and Gatormail sources for information specific to your classes.

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. Use of any generative artificial intelligence (AI) tools, including ChatGPT, may be considered a violation of the UHD Academic Honesty Policy; each faculty member will specify when students may use AI tools and when use of AI will constitute a violation of the UHD Academic Honesty Policy for their own course sections. If you are not sure, you should ask before using AI tools.

Your faculty member will identify the penalty for academic honesty violations and the penalty of a grade of "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.

AI Use

In this course, the use of AI Generative Software, like DESMOS, ChatGPT (OpenAI), Google Bard/Gemini (Google AI), Perplexity AI, Wolfram Alpha, Julius AI, Socratic (by Google, Photomath, Microsoft Math Solver, Mathway, Symbolab, GeoGebra, Maple Calculator, MyScript, Mathematica, or any other AI program to solve, graph, answer, define, compute, etc. is prohibited due to its potential impact on education quality and skill development. Students are not permitted to wear smart watches, smart glasses, and are not allowed to have cell phones turned on during exams.

All submitted work must be your own words and comply with UHD's Academic Honesty Policy that 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, and the use of any generative artificial intelligence (AI) tools, including ChatGPT, if you are not sure, you should ask before using AI tools to complete any assignment, quiz or test.

Students who violate this course policy will on an assignment will receive a penalty of a grade of zero for a single academic honesty violation, and the

penalty of an F in a course is recommended "in instances of multiple and/or flagrant violations." The UHD Academic Honesty policy also requires that all violations in which an F in the course are assigned be reported to the Office of the Dean of Students.

Attendance Policy for this Course

Students are expected to participate regularly in classes as appropriate to the modality of the course. If the class has scheduled meeting times, in-person (face-to-face on campus), students are expected to attend all required class sessions. Your failure to attend class, either in-person or actively online, engage through the course in the Learning Management System course (Canvas and Mylab), or failure to make timely contact with faculty at the beginning of the semester to adequately explain your absence by the 12th calendar day of the semester may 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.

In addition to class meeting times, students are expected to dedicate time to relevant course work outside of class meeting times based on the number of credit hours per course. For a typical 3-credit course, students should budget an average of 6 additional hours per week outside of class. This may vary for lab, practicum, or other classes that do not have standard meeting times or formats such as a fully online course.

Acceptance of Late Work for this Course

Each instructor will state if late work is accepted.

Makeup Exam Policy for this Course

Each instructor will state if there is a makeup policy.

Participation Policy for this Course

Student are expected to read in advance of each class, participate actively in the classroom, and avoid the use of cell phones, ipads, laptops, computers, etc in the classroom. Participation includes responding to questions, proposing questions, actively taking notes, and voicing an opinion during class discussions. Students are encouraged to communicate needs to the instructor to support success. When absent, students are expected to contact classmates to obtain the class notes for the day.

Safety Rules

All individuals coming to the UHD campus must observe all safety precautions articulated by the university. Please review the most current requirements of the UHD website. Failure to comply with any institutional policies may constitute a violation of the student code of conduct and lead to disciplinary action through the Office of the Dean of Students. UHD Safety app: SafeZone

Roster Certification

Students are expected to participate regularly in classes as appropriate to the modality of the course. If the class has scheduled meeting times, either online or in-person, students are expected to attend all class sessions. In addition to class meeting times, students are expected to dedicate time to relevant course work outside of class meeting times based on the number of credit hours per course. For a typical 3-credit course, students should budget an average of 6 additional hours per week outside of class. This may vary for lab, practicum, or other classes that do not have standard meeting times or formats.

Your failure to attend class (in-person, hybrid, HyFlex, or synchronous online), engage through the course in the Learning Management System course (online asynchronous), or contact faculty to adequately explain your absence by the 12th calendar day of the semester may 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.

Student Support

The Academic Support Center offers FREE tutoring for all UHD students to improve their writing, reading, math, and statistics skills. The Writing & Reading Center and the Center for Math & Statistics Support are both located in the Academic Support Center, and each area offers a range of tutoring services designed to accommodate students' unique needs. The Supplemental Instruction Program offers peer-led study groups and exam reviews. The SI Program office and study sessions are in the Learning Connection (UHD, 0MB, S405).

UHD has developed many resources to support your learning, engagement with UHD activities, and other UHD processes. Please access this Student Success and Student Life website to get started. If you do not find the resource you need on this website, please contact the Office of the Dean of Student Life 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 713-221-8121 or at https://www.uhd.edu/sssl/counseling.

Recording of Class Sessions

Some of the sessions in courses 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.

Religious Holy Days

The University of Houston-Downtown respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations as per the Texas Higher Education Coordinating Board Texas Administrative Code §4.4 Student Absences on Religious Holy Days.

A student whose absence is excused under this policy shall be treated consistently with the instructor's policies and procedures relating to other excused absences, except that no instructor policy may deny the opportunity for make-up work, as described here. Instructors should announce reasonable time periods for make-up work and exams in writing to the class and make clear the consequences of a student's failure to meet such time requirements. Students needing to reschedule missed work or exams for a holy day should submit a written request to each instructor at least one week prior to the class period or assignment/exam date that will be missed. An instructor should acknowledge receipt of that request via email to the student's official UHD email address. A new date for taking an examination or completing classwork missed for a holy day shall be set by the instructor in accordance with announced policies.

If a student and an instructor disagree about whether the absence is for the observance of a religious holy day, or if they disagree about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may appeal to the Office of the Provost. For further information about the state law, please see the Texas Higher Education Coordinating Board Texas Administrative Code §4.4 or contact the offices of the UHD Title IX/Equal Opportunity Services to review the policy.

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 accommodation to students who request and are eligible, as specified by Section 504 and ADA guidelines. Students with disabilities may work with the Accessible Education Center 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 Accessible Education Center, to begin this conversation or request official accommodation. Accessible Education Center, Jesse H. Jones Student Life Center, 150 Girard Street, Room 302, Houston, TX 77002. (Office Phone) 713-221-5018 (Website) www.uhd.edu/sssl/student-success/aec/ (Email) aec@uhd.edu.

Testing and Final Exams

Asynchronous online courses may use a virtual testing option through the Learning Management System (Canvas) or other proctoring service option. For synchronous online courses, any final exam will be offered virtually through the Learning Management System or other proctoring service option and will allow completion during the scheduled exam period. In-person or hybrid classes may have in-person or online exams during the scheduled exam period as indicated on the course syllabus. If proctoring is required, your instructor will inform you of the process for setting up this option either through the Learning Management System or an alternative venue, and they will inform you of whether there are any additional costs or ID requirements as part of the course syllabus. Please note that proctoring services may require a current UHD ID.

UHD has a final exam period at the end of the semester. For any courses with a scheduled class meeting component, there are specific times scheduled for the exams which can be found online on the UHD Academic Calendars website. Students are expected to be available during the scheduled period unless they have consulted their instructor and identified an alternative option.

Use of Canvas, Gatormail, and Zoom

You are expected to regularly participate in your classes as scheduled as well as engage course material through the Learning Management System as required by instructors.

Gatormail is the official UHD email communication system and Canvas is the official learning Management System, and UHD staff and faculty must use these systems to share student-specific information that is protected by federal FERPA guidelines. You should check your account regularly for both class and university messages.

If you are taking a class that has virtual online meetings that use Zoom or other university-supported technology, you are expected to attend at scheduled times and participate fully following any protocols established by your instructor. Zoom classes, activities, 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.

Syllabus Subject to Change

Note, the dates are subject to change, but students will be notified via Canvas announcements and/or Gatormail.