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## COURSE DESCRIPTION, INSTRUCTOR AND LA INFORMATION

### Course Description:

- **Course Number and Title:** Math 1060-90, Trigonometry, Asynchronous Online Section
- **Semester and Year:** Fall 2021
- **Course Overview:** This is a basic course in trigonometry (see detailed learning objectives below for more about content). A C or better in Math 1050 (College Algebra) and in this class is the recommended preparation for Math 1210 (Calculus). This course fulfills the University QA requirement.
- **Meeting Days and Times:** Section Math 1090-90 is an asynchronous online course. There are no weekly meeting times. There are required exam times and occasional required meetings (with flexible times offered). All exams and meeting will be in Zoom.
- **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:** Kathryn Morris (she/her/hers)
- **Email:** [kmorris@math.utah.edu](mailto:kmorris@math.utah.edu) (though Canvas mail is preferred)
- **Office Hours:** Mondays 2:00pm (in-person), with Zoom office hour TBA
- **Office Location:** JWB 121
- **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 a couple of times each week, but I wait 24-36 hours after a post is made to respond in order to encourage all members of our class to participate in discussions. You are also welcomed to e-mail me or contact me through Canvas mail (preferred). I try to respond to messages within 24 hours, except on weekends. If you haven't heard back from me after 48 hours, feel free to message me again.
- **Zoom Office Hours/Meetings.** I have one hour of drop-in office hours per week (anyone can drop by to talk about anything) on campus (see above), and one hour of Zoom office hours. If the times I offer aren't convenient, let me know and we can set up something that works for you.
- **Communication.** Many of the announcements I make about the course will be in quiz format, as explained later in this document. When I need to make impromptu announcements, or contact you personally, however, I will do so through Canvas announcements and Canvas mail, respectively. It is your responsibility to make sure your Canvas notification settings are set to notify you in the method of your choosing of such communications.

### Learning Assistants (LAs)

- **LAs:** Erik Merrell ([u1263034@utah.edu](mailto:u1263034@utah.edu)) and Lexie Stucki ([lexie.stucki@gmail.com](mailto:lexie.stucki@gmail.com))
- **What is an LA?** LAs are undergrad students who are here to support you as you take this course. They are there to help you make connections with other students (because education research shows that when students talk with their classmates about course ideas, they understand them better) and talk with you about how you are learning, to make sure it's effective. Our LAs will facilitate group discussions, support the Canvas discussion board, and host sessions for students to get together and review for exams. You can also meet with them to talk about how things in the class are going. Our LAs don't provide tutoring (though they will certainly contribute in discussions), but they can help you navigate all the academic support resources at the University.

## COURSE DETAILS & RESOURCES

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

### Prerequisites

Starting in Summer 2021, the Math Department will not be using prerequisites to place students in math classes. Students are responsible for determining whether they are ready for the course they select. The former prerequisites for Math 1060 are listed below. These are still recommended as guidelines to determine if you have the background to be successful in this course (without a lot of additional work on your part):

- C or better in Math 1050
- 263+ in Accuplacer AAF (The UofU provides one free Accuplacer exam to all students. <https://testingcenter.utah.edu/students/placement-tests/math-placement.php>)
- 5+ in IB SL Math
- Qualifying GPA 3.5

- **Course Materials**

- **Textbook:** The course uses Math 1060 Trigonometry, 1st Edition (2017). This text was created by a partnership between institutions in the Utah System of Higher Education. You can access the text for free in Canvas.
- **Additional course materials:**
  - The course website is in Canvas.
  - The course uses Online Homework through a system called IMathAS. This homework is free to students and can be accessed on Canvas.
  - The course will use online videos created for to correspond to the textbook. They are available through the Canvas modules or in both streamable and downloadable versions at <http://www.math.utah.edu/lectures/math1060.php>.
  - We will use the online site Gradescope for grading and giving feedback on exams. There is a link in Canvas to Gradescope. You may be asked to submit some assignments directly to Gradescope.

- **Technical requirements**

- Students are required to have access to the following equipment for taking exams:
  - A strong internet connection with sufficient bandwidth (in order to participate in IVC classes, access course materials, and take exams):
  - A webcam on your computer or camera on your phone (this is required for taking exams in Zoom):
  - A scanning device which is different than the device you are using for your webcam (smartphones can be used as scanning devices)
  - a microphone (used for online meetings);
- Students are expected to be computer literate and Canvas and Zoom navigation skills are expected. Knowledge and navigation of Canvas and Zoom is critical to access all features and resources of this course.
- During exams, students are required to have a camera that is turned on. Students need to position the camera and/or themselves so that their head, hands and workspace are visible. Students are required to have a separate scanning device and continue to have their Zoom camera turned on while scanning; during the scanning phase, students may be gone from the screen for a few seconds if this is prearranged with their instructor.
- **Calculators** will be useful on some homework assignments, but will **not be allowed on exams nor the final**. If you do not have a scientific or graphing a calculator, there are free calculator applications online.
- Access to a printer is highly recommended, but not required, so that you can print out templates for quizzes and exams ahead of time. If you do not have a printer, you will need to make and use hand-written versions of templates. You must copy these exactly and they are designed to be fast and straight forward to create by hand.

- **UofU Learning Support**

- Math Center Online Tutoring, (Paid for by Your Student Fees) <https://www.math.utah.edu/undergraduate/mathcenter.php>
- The Learning Center, 3 free tutoring sessions, \$5 after that, learning consultations

<https://learningcenter.utah.edu/>

- Student Success Advocates <https://ssa.utah.edu>

- **General Help**

- Here is information from the University about logistics in light of COVID-19. There is also information about financial assistance, counseling, the food pantry, and much more. <https://coronavirus.utah.edu/#students>

- **Equipment Help**

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

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

Upon successful completion of this course, students will be able to:

1. Understand trigonometric function definitions in the context of right triangles and on the unit circle.
2. Graph basic trigonometric functions and those with basic transformations. Be able to write an equation given a graph. Identify amplitude, periods, phase shifts, and asymptotes from graphic and algebraic representations of functions.
3. Represent and solve physical world problems using trigonometric functions.
4. Use trigonometric inverses correctly, understanding the domain/range restrictions.
5. Verify trigonometric identities, using proper logic and use trigonometric identities to evaluate expressions.
6. Solve trigonometric equations.
7. Solve for all measurements in any triangle, using the Pythagorean Theorem, trigonometric functions, the Law of Sines, and Law of Cosines in a variety of contexts and applications.
8. Be able to convert to and from rectangular and trigonometric forms of complex numbers and polar and rectangular forms of coordinates.
9. Graph complex numbers in a plane, perform operations on such numbers and interpret this graphically, and use DeMoivre's theorem to find roots and powers of complex numbers.
10. Understand geometry and arithmetic operations with vectors and use vectors in application problems.
11. Give an equation or verbal description for a conic given a graph of the conic; given an equation of a conic, identify the conic and be able to graph it and describe its attributes.

## **COURSE DESIGN**

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

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

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

- There will be **quizzes** weekly, except for exam weeks. You can access quizzes on Fridays (earlier by special arrangement) and they are due on Tuesdays. You will either need to print your quiz, or make a handwritten version of the quiz. (If handwriting, you need to have exactly as many pages as the template and have the same questions in the same places on the same pages. You don't need to copy the questions.) You are responsible for submitting the assignment with the correct format and correct file extension. There are penalties for not following directions.
- Talking about mathematical ideas reinforces understanding. Students are expected to **participate in small group discussions with an LA** every week AFTER completing their quiz and BEFORE turning it in. At the beginning of the semester, you will be surveyed about your availability and then assigned a session to attend each week. Adjustments can be made later in the semester, if necessary. At the session, the LA will put you into a small group to discuss your quiz. Meetings should last between 30-60 minutes. Attending meetings is graded and you get the same grade for your meeting as on your quiz.
- **Successful Habits.** Each week you will be asked to do one or more practices that contribute to your learning and success in this and future courses. Your goal is to accumulate 60 points during the 15-week semester. Options include:
  - Making posts in Canvas Discussions that contain your math thoughts. You should post at least 3-4 sentences or lines of math work, but your posts could be a few paragraphs too. You can post questions about homework, help classmates, or write about topics related to this course that interest you. Each post is worth 1 point.
  - Working with a classmate to lead a study-session on a particular topic for other students in the class (announce these in Canvas discussions 24 hours head of time.). This is worth 2 points if you organize it and 1 point if you attend it.
  - Meeting with Kathryn in Office Hours or with an LA to discuss your learning and learning strategies (you can do this twice per semester for Successful Habits credit). This is worth 2 points.
  - Completing at least 50% of each assignment 2 days before the due date. If you are stuck on any problems, make notes and bring questions about them to office hours or post them in Canvas Discussions. Completing at least 50% of your assignments early is worth 1 point per assignment.
  - Reviewing your quiz from the previous week and thinking about the week that is coming up. This is worth 1 point.
 Other options will be offered as they come up. You should aim for 4 and you can earn up to 10 points each week. If you complete more than one option in a given week, you will earn extra credit. You will need to report which option(s) you chose and answer a few other questions in Gradescope each week on Monday night (about the previous week).

- **Midterm and Final Exams**

This course has three midterm exams and one comprehensive final exam. The final exam grade will replace your lowest midterm score.

Exams will be proctored virtually through Zoom. The date for each exam is shown in the course schedule. Please try to arrange your schedule to participate in the exams. See the late policy for options if you are not able to take the Zoom exam.

For the exams you will need a camera (web cam or phone cam) that can show your head, hands, and workspace. You will also need a separate device for scanning. You are allowed to use one page of self-made notes (8.5 in. by 11 in., writing on both sides) that you make ahead of time while taking exams. Each student should make their own notes. Students are required to turn in their notes with their exam. You are not allowed to use any computer or online resources (including math sites, phones, graphing or online calculators), notebooks or books, or to communicate about the exam with other humans. Not following these rules is considered academic misconduct and will be penalized as such.

Review material will be provided before each exam. Feedback on quizzes and exams will be given through Gradescope. Students should look at this feedback after each assessment. Make-up exams may take longer to be graded than the standard exam.

**Make-up Policy for Exams**

If you are not able to attend an exam, you can take an in-person make-up exam at a University of Utah Exam Services at the Marriot Library. This center is typically open from 9am-5pm Monday-Friday, and have some hours on Saturday, but the hours will vary week to week. It is students' responsibility to check the center's hours. Students must register for a time-slot to take their quiz or exam.

Location: Marriott Library, Room 1704  
 Phone: 801-581-6112 (option 3)  
 Website: <https://testingcenter.utah.edu/>

If taking an exam with Exam Services is not practical, contact me to discuss alternatives.

For planned absences (including University excused absences (band, debate, student government, intercollegiate athletics, etc.), military duty or religious obligations) please inform me at least 2-weeks ahead of the actual exam date, so that I have time to arrange the make-up and you have time to study for your exam. You will be asked to take the exam prior to the Zoom exam. If you miss your exam because of illness or an extreme situation which arises suddenly, talk to me as soon as you are aware of your situation to plan for a make-up. If you miss an exam, but it is not due to an extreme situation, also contact me. We will discuss make-up options, but there will be a penalty for taking the exam late.

## CLASS SCHEDULE & IMPORTANT DATES

### Dates:

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

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

### Exams:

- Exam Rehearsal: Times will be announced in class. Exam rehearsals will be 10-30 minutes in length.
- Exam 1: (Week 4) date will fall between Thurs 9/16 and Tues 9/21
- Exam 2: (Week 8) date will fall between Thurs 10/21 and Tues 10/26
- Exam 3: (Week 12) date will fall between Thurs 11/18 and Tues 11/23
- **Final Exam: The department final will be Wednesday, 12/15 at 1:00-3:00pm**
  - This final exam date and time is assigned by the University of Utah scheduling office. You can view the Fall 2021 final exam schedule at (Math 1060 is listed under the departmental finals): <https://registrar.utah.edu/academic-calendars/final-exams-fall.php> Students are not allowed to take early/late departmental final exam. Please do not schedule your trip before this date, and do not ask me to give you extra time to study.

### Other dates:

Drop/audit date: Fri 9/3

Withdraw date: Fri 10/22

### Course Outline

1060-90 Week	Date	Topics Covered (Textbook)	Exams
1	Mon Aug 23 – Tues Aug 31	TG 1.1-1.2, 2.1-2.3	
2	Wed Sep 1 – Tues Sep 7	TG 2.5, 3.1-3.4	
3	Wed Sep 8 – Tues Sep 14	TG 1.3, 2.4, 4.1-4.2	Exam Rehearsal (date/time TBA)
4	Wed Sep 15 – Tues Sep 21	Prepare for and Take Exam 1	Exam 1 (date/time TBA)
5	Wed Sep 22 – Tues Sep 28	TG 4.3-4.5, 5.1-5.3	
6	Wed Sep 29 – Tues Oct 5	TG 5.4, 6.1-6.3	
7/Break	Wed Oct 6 – Tues Oct 19	TG 7.1-7.3	
8	Wed Oct 20 – Tues Oct 26	Prepare for and Take Exam 1	Exam 2 (date/time TBA)
9	Wed Oct 27 – Tues Nov 2	CA 5.2-5.4	
10	Wed Nov 3 – Tues Nov 9	CA 5.5, TG 8.1-8.3	
11	Wed Nov 10 – Tues Nov 16	TG 8.4-8.5	
12	Wed Nov 17 – Tues Nov 23	Prepare for and Take Exam 3	Exam 3 (date/time TBA)
13	Wed Nov 24 – Tues Nov 30	TG 9.1-9.3	
14	Wed Dec 1 – Thurs Dec 9	Prepare for Final Exam	
Finals			<b>Final Exam</b> Wednesday, 12/15 at 1:00-3:00pm

## ASSESSMENTS, GRADING, LATE POLICY, GRADES

The numerical grade consists of several components:

- **Homework: 15% of final grade.** Homework is delivered online through the IMathAS system. These homework assignments will be linked through Canvas and are fully online (no file uploads needed). The lowest 4 online HW scores are dropped. You may also complete HW late for 80% credit.
- **Quizzes: 14% of final grade.** There will be weekly quizzes delivered through Canvas and submitted to Gradescope via file upload. There are 11 quizzes in total, which must be submitted within a given time window. The two lowest quiz scores will be dropped. Quizzes may not be retaken.
- **Group Meetings: 3% of final grade.** This grade is earned by working on take-home quizzes before the group meeting and participating at the meeting. The lowest 3 grades in this category are dropped.
- **Successful Habits & Extra Credit: 3% of final grade.** Practice habits and report them in the weekly survey. Aim to earn 70 points over the semester. If you earn more than 70 points, they contribute extra credit to your grade. (There is a limit of 90 additional points)
- **Announcement Quizzes: 2% of final grade.** Read announcements and take announcement quizzes in Canvas.
- **Midterm Exams: 45% of final grade.** There will be three midterm exams as described above. Each midterm exam is worth 15%.
- **Final Exam: 18% of final grade.** The department final exam will be given in Zoom according to the University final exam schedule (see above). Your final exam score will replace your lowest midterm exam score, provided your final exam score is higher than your lowest midterm score.
- **Extra Credit:** You can earn up to 4% extra credit by completing additional successful habits (see above). You can also earn up to 1% for reporting errors in course materials (10.1% per error, capped at 10 errors). You can earn 0.5% for completing a course evaluation.

The grade scale is:

A [93-100),	B- [80-83),	D+ [67-70),
A- [90-93),	C+ [77-80),	D [63-67),
B+ [87-90),	C [73-77),	D- [60-63),
B [83-87),	C- [70-73),	E [0-60).

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

### Early Policy

- You have a 5-day window to complete quizzes and a 7 (or more)-day window to complete homework. Under special circumstances, you may request them up to two-days earlier than this. Please request this at least 48 hours before you would like to access the homework or quiz.
- You can also take exams up to a week early, upon well-planned request. Please let me know at least 7 days before you wish to take the exam.

### Late Policy

The course is designed to provide flexibility if you occasionally cannot turn work in on time by dropping a certain number of scores at the end of the semester. But in general, you are expected to turn things in on time and take quizzes and exams at the times given. 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., have equipment failure, you still have time to deal with the situation and then finish the assignment/homework. If there are extenuating circumstances, please contact me in a timely way to discuss alternatives. If the situation is one that can be documented, you may be asked to provide documentation. In addition:

- You should submit your weekly quiz to Gradescope. Quizzes are due Tuesday nights, but there is a grace period through Wednesday 5am without penalty. After Wednesday 5 am, quizzes will be accepted late until Fridays at 5am for a 30% penalty. Quizzes will not be accepted after Friday 5am. On weeks of exams, I may choose not to allow any late quizzes.
- Homework is completed online in IMathAS. HW is also due Tuesday nights. Homework may be worked on after the due date for a 20% penalty using a LatePass.
- Quizzes will not be accepted after Friday, 5am.
- There is no penalty for submitting Successful Habits surveys late, through Friday 5am. But they will not be accepted after this time.

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

### **Alternate Times for Exams**

If students are unable to take an exam at the time given, an alternate exam can be set up (See “Make-up Policy for Exams” above), provided the situation preventing them from taking the exam is beyond their reasonable control and they do the following:

- Students who have planned conflict with the exam time (like a university class or officially sanctioned University activities like band, debate, student government, intercollegiate athletics, government obligations like military duty or religious obligations) must provide documentation early in the semester and then send a reminder at least five business days before the exam.
- Students who have absences that arise suddenly (like illnesses, deaths in the family or lastminute university-related sports activities) must contact their instructor as soon as possible, given the situation. Documentation is preferred, but students should contact their instructor to discuss alternatives if documentation is not available.
- Documentation should be sent by e-mail (scanning and attaching documents works well). Students should black out or leave out personal information beyond their name and the general reason for the excuse. This creates a record that both the student and instructor can refer back to.

All other students should arrange their work and personal schedules to take exams at the scheduled times.

### **Extreme Situations**

If you have an extraordinarily severe situation, contact me, your instructor. We can discuss waiving penalties, granting longer extension periods for HW, excusing quizzes, extending exam dates, etc. Send documentation if possible. If not possible, still contact me to discuss alternatives.

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

- If you are taking Math 1060 to meet a major or minor requirement, then you should opt for a letter grade, rather than credit/no credit (CR/NC).
- A grade of a C or better is recommended to enroll in Math 1210 (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 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).
- Feel free to contact me by Canvas mail for questions. I will do my best to answer Canvas mail within 24 hours. I would like to encourage you to send me a message in Canvas 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.
- If you need to send me an attachment, such as an assignment file or a screenshot, you must either send it to my email address (not Canvas mail), or through Canvas mail via the Canvas website or app. Note that attachments may not be sent by Canvas mail if using your non-Canvas email to reply to a Canvas message that has been forwarded to your email address.

## 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 "Kathryn", "Mrs. Morris", or "Dear Mrs. Morris". Sign your message with your name and return e-mail address. Please consult this page for tips on how to write appropriate professional emails: <https://academicpositions.com/career-advice/how-to-email-a-professor>
  - Treat your instructor, teaching team and classmates with respect in email or any other communication.
  - Remember that all college level communication should have correct spelling and grammar (this includes discussion boards), to the best of your ability.
  - Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
  - Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be offensive to others.
- Be careful with personal information (both yours and others').

- Electronic or equipment failure: It is your responsibility to maintain your computer and related equipment in order to participate in the online portion of the course. Equipment failures will not be an acceptable excuse for late or absent assignments.
- Online submissions: You are responsible for submitting the assignment with the required naming convention, correct file extension, and using the software type and version required for the assignment.

## **ACADEMIC CODE OF CONDUCT**

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

## **ADDITIONAL POLICIES AND RESOURCES**

**COVID-19 considerations.** University leadership urges all faculty, students, and staff to model the vaccination, testing, and masking behaviors we want to see in our campus community. These include:

### Vaccination:

- Get a COVID-19 vaccination if you have not already done so. Vaccination is proving highly effective in preventing severe COVID-19 symptoms, hospitalization and death from coronavirus. Vaccination is the single best way to stop this COVID resurgence in its tracks. Visit <http://mychart.med.utah.edu/>, <http://alert.utah.edu/covid/vaccine>, or <http://vaccines.gov/> to schedule your vaccination.

### Masking:

- While masks are no longer required outside of Health Sciences facilities, UTA buses and campus shuttles, CDC guidelines now call for everyone to wear face masks indoors.

### Testing:

- If you are not yet vaccinated, get weekly asymptomatic coronavirus tests. This is a helpful way to protect yourself and those around you because asymptomatic individuals can unknowingly spread the coronavirus to others. Saliva based testing is available at [alert.utah.edu/covid/testing](http://alert.utah.edu/covid/testing)

### Self-Reporting:

- All of us, including faculty, students, and staff, must self-report if we test positive for COVID-19 via this website: <https://coronavirus.utah.edu/>.

### COVID-19 Considerations and our class:

I will be doing my best this semester to stay healthy, so that I can support you as your instructor. I will be wearing a mask for in-person office hours. I urge you, when coming to in-person office hours, to wear a mask.

**Plagiarism and Academic Integrity.** Academic integrity means that scholars, including students, conduct their work ethically. This includes taking credit only for work they themselves perform. Violations of academic integrity undermine the principle of fairness, devalue your degree, and leave you underprepared for applying what you have been taught. In this way, it defrauds you, your classmates, the university, and the people you will serve with your education after graduation. It includes cheating on tests and other assessments, collaborating on projects when not permitted to, presenting other people's work as yours (whether they agree to that), and more.

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

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

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

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

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

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

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

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

**Veterans Center.** If you are a student veteran, the U of Utah has a Veterans Support Center located in Room 161 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a

list of ongoing events and links to outside resources: <http://veteranscenter.utah.edu/>. Please also let me know if you need any additional support in this class for any reason.

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

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

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

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

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

**University Counseling Center.** The University Counseling Center (UCC) staff is committed to supporting the mental health needs of our campus community. Their phone number is 801-581-6826. Their hours are Monday-Friday, 8:00am-5:00pm. For after-hours emergencies, contact the 24/7 Crisis Line: 801-587-3000. More information is at <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. To contact the Office of the Dean of Students, please email [deanofstudents@utah.edu](mailto:deanofstudents@utah.edu) or call 801-581-7066. There is more information at <https://deanofstudents.utah.edu/>.

**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.