

# MATH 1314 College Algebra Online

Fall 2020

**Caution:** All students will be required to take Test 2, Test 4, and Final Exam in a proctored setting.

Your final grade will be whatever it appears in **MyMathLab**. The grade that transfers onto Canvas may or may not be accurate. If you are a dual credit student, please let your counselor know about this.

## Instructor Information

Instructor: Esteban Briseño

**Email:** [brisenoe@utpb.edu](mailto:brisenoe@utpb.edu)

Text: College Algebra by Robert Blitzer, 7<sup>th</sup> edition

Textbook ISBN-13: 9780134469164

Course Dates: August 24 through December 12, 2020

Course Credits: 3 hours

Location: This course is a full Web course and is conducted in Canvas and MyMathLab. All Assignments are in MyMathLab and Communication in Canvas.

## **Required Course Materials:**

**Computer and internet:** Since this is an online class, your computer can be compared to your car if you were taking a face-to-face class. If your car breaks down, you are still responsible for the absence and any missed assignment. In the same way, you are responsible for having a functional computer, loading the appropriate plug-ins, and having internet. In the event your primary computer should malfunction, you should have an alternative means for completing the assignments on time.

**Calculator:** A scientific calculator will be needed: TI 30X IIS scientific calculator. No calculators with the word PRO or PLUS allowed. Graphing calculators, iPads, iPods, iPhones, and any other similar devices are not allowed on tests.

**MyLab Code:** purchased at the UTPB Bookstore or online. If purchased online, purchase through the Canvas course, under the MyLab and Mastering tab.

**Optional Textbook:** Purchasing the actual book is recommended but **not** required. An online version of the textbook can be found on MyMathLab.

## Calendar of Assignments

See page 8 below. Calendar is tentative and may vary according to the pace and the needs of students in the class. Changes will be announced in Canvas and/or MyMathLab.

You are responsible for knowing about any changes to this schedule.

## Course Description and Materials

**Prerequisites:** Two years of high school algebra, one year of high school geometry, and satisfactory score on placement examination or completion of MATH 0399.

**Course Catalog Description:** Study of quadratics, polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

**Course Goals:** A student who successfully completes Math 1314 should be able to solve a variety of problems involving linear, quadratic, rational, exponential, and logarithmic functions. They should understand how to solve systems of equations in several ways.

**Learning Objectives:**

1. Simplify exponents, radicals, rational equations.
2. Multiply and factor polynomials.
3. Perform operations to rational expressions.
4. Solve linear, quadratic, and polynomial equations and use them in applications.
5. Graph relations and functions and apply them to real life situations.
6. Solve systems of linear equations and apply them to real life situations.
7. Apply properties of exponents and logarithms to solve equations arising from applications.

**Methods of instruction:** Canvas notes, discussions, online textbook, and video lectures in Canvas.

**Methods of assessment:** Learning will be assessed through quizzes, homework, and tests. All assignments will be completed through MyLab and Mastering. (MyMathLab) MyLab will be accessed through Canvas. See MyLab Registration Instructions in the Modules tab under Getting Started in Canvas.

## **Activities, Assessments, Grading**

**Notes:** There are notes for each section. They can be found in Canvas under Modules. The best way to be successful in the class is to study the notes (or going through the video lectures) doing the checkpoint problems, and then complete the quiz and homework for that section. Then go over the notes for the whole module before you complete the Test Review and Test.

All assignments will be completed through MyMathLab. You will need to purchase a code that will let you register into MyMathLab. (Please see MyLab registration instructions handout in Modules tab on Canvas). No late assignments will be accepted.

**Quizzes:** There will be a syllabus quiz at the beginning of class and a section quiz for every Module. Every student must get 100% on the **syllabus quiz** to get access to all online work. The quizzes will be due at the same time as the homework. The quiz will be over concepts and vocabulary related to that section. You have unlimited tries on the quizzes. It is strongly encouraged to do the quiz for each particular section before you do the homework.

**Homework:** There will be a homework on every section covered.

**Test Review:** You have one try on the Test Review. If you wish to access the Test Review after the due date, go to the home page in MyLab, scroll to the date the assignment was due on the calendar, and click on the assignment.

### **Online Student Authentication**

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by:

- Proctored exams using an approved photo ID through Microsoft Teams or Zoom.

**Note:** If you are a dual-credit student, and your high school facilitator is able to proctor you face to face, you are strongly encouraged to be proctored by them. If face to face proctoring by the facilitator is not possible or if you are not a dual credit student, Test 2, Test 4 and the Final Exam will be proctored by the instructor. Please see below.

\*Approved photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD; dual credit and early college high school students use school district identifications.

### **Proctoring of Tests:**

**You are required to take the following tests either face to face (in person) with your facilitator (if you are a dual credit student) or you will get proctored by the instructor.** Tests are to be completed with no notes, textbook, graphing calculator, other electronic devices, etc. Dual Credit students who use their facilitator to proctor them face to face (in person) must fill out the “Proctor Application” on last page of syllabus.

Proctor Application is due on **September 7** at 5 PM

### **Tests:**

Test 1: not proctored, **but you should take as it was proctored** in order to prepare properly to take proctored tests

Test 2: **PROCTORED** (Will have Module 2 and some Module 1 questions sprinkled in. Please see Test 1 Review and Test 2 Review to study)

Test 3: not proctored

Test 4: **PROCTORED** (Will have Module 4 and some Module 3 questions sprinkled in. Please see Test 3 Review and Test 4 Review to study)

**Final Exam: PROCTORED** Comprehensive exam, required by ALL students

You will be allowed **ONLY 1 ATTEMPT at Tests**. The best way to prepare for the tests is by taking the review as if it was your test (with no notes, calculator, scratch paper, and pencil) as well as using the nonproctored tests as if they were proctored. Please see the calendar for due dates. Late tests are not permitted.

### **Grading:**

The overall grade is calculated in **two steps**. First, the **base grade** is computed solely from tests:

- **The average of Test 2, Test 4, and Final Exam (the three PROCTORED tests)**
- This grade corresponds to letter grades in the usual manner: 90% -A, 80%-89% B, etc.
- Once the base is computed, a second score is used for curving:

**For Students WHOSE BASE GRADE IS PASSING (70 or higher)**, a second computation is performed:

- Homework 10%
- Quizzes: 10%
- Proctored Tests: 80%

This second score may be used to raise the base grade. It will never be used to lower a base grade. The second computation can raise you up to AT MOST one letter grade.

Please note: the grade that will appear in MyLab will be your **base grade**.

### **All students will be required to take the comprehensive final exam.**

**Academic Honesty:** Tests are expected to be your work entirely. Collaboration with any other person is prohibited. The first offense will result in a failing grade for the course.

### **Communication Plan**

**Phone numbers and web links:** located under Instructor Information. Student support services are located in the later part of the syllabus.

**Faculty Feedback:** You may send any questions through my UTPB email. Please **allow 48 hours** for a response. Questions or comments regarding the structure of the class can be posted on the Discussions tab under Questions/Comments on Structure.

**Feedback on Assignments/Quizzes:** Assignments will be graded within one week of submission, individual feedback or sometimes a general feedback will be provided.

**Announcement Area:** I will post announcements, reminders, general comments, etc. under the Announcements tab on Canvas. I will also send the announcement to whatever email address you have listed on Canvas.

## **Procedures**

Starting the Course:

1. Purchase the code to get you access into MyMathLab. (See MyMathLab instructions found on Syllabus tab on Canvas.) MyMathLab is where you will complete all of the assignments. Once you have registered, run the Browser check on the MyMathLab homepage to make sure you can view course materials.
2. If you are not able to get your code right away or you are not able to purchase it yet, you can register as the MyMathLab registration instructions say, but there is an option you can select to get a 2 week free trial version. This will allow you to have access. After this two week period you will have to get the code (if your dual credit) or purchase it either online or at the UTPB bookstore.
3. Please see Assignment Calendar on Canvas for due dates on assignments and open and close dates of tests. For the first set of homeworks, I give a little extra time just to provide everyone with the opportunity to register for MyMathLab.
4. Start 1A Notes from Modules tab on Canvas.

## **Policies:**

### 432. **Course Content Structure:**

The course is divided into 4 modules.

Each Module covers:

- a. a chapter in the textbook;
- b. one online test.

You should go over the notes for each section of each module (or the video lectures), attempting the checkpoint problems for understanding. You can use your textbook if you are still uncertain. Then you can go to MyMathLab and complete the homework and quiz in the allotted time window (to be discussed below). After you have completed your homework and quiz, you should then log into “Discussion Tool” on Canvas and post a discussion question (specific to the module). You must also read other students’ posts and respond to one other students’ question.

### 432. **Grading and Feedback:**

You can check your grades by going to **Gradebook** on MyMathLab. If there is any discrepancy in the grade, you must contact me immediately. I will provide individual feedback or a general feedback in the performance of the course activity.

### 432. **Cheating/Plagiarism/Academic Dishonesty:**

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such acts.

**“Plagiarism” includes, but is not limited to** the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations,

structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

NOTE: Students found plagiarizing or cheating will receive a zero on the course activity which could cause failure in the class and/or suspension or dismissal from the college.

432. **Make-Up/Late Submission Policy:**

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. If you have MyMathLab difficulties, which may occur occasionally, **take a picture of the screen and send it to me as proof.**

NOTE: The due dates and times for the activities will adhere to the USA Central Time Zone.

432. **Accommodation for Students with Disabilities:**

**Americans with Disabilities Act:** Students with disabilities that are admitted to The University of Texas of the Permian Basin may request reasonable accommodations and classroom modifications as addressed under Section 504/ADA regulations. Students needing assistance because of a disability must contact Director, Programs Assisting Student Study (PASS) Office, 552-2630, no later than 30 days prior to the start of the semester. The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or, (3) is regarded as having such an impairment.

Students who have **provided all documentation** and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. The University is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids.

If you need accommodations because of a disability, if you have emergency medical information to share with the instructor, or if you need special arrangements in the case the building must be evacuated, please inform the instructor immediately. It is best to contact the instructor after class or during his/her office hours.

**10. Course Incomplete/Withdrawal/Grade Appeal:**

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given and will only be granted if the student has complete at least half/75% of the course with a grade of 'C' or better and provides a valid, documented excuse for not being able to complete the course on time and has contacted prior to the scheduled last class to request an extension. The student will sign a contract that includes the incomplete course activities and the new due dates.

For grade appeal process go to <http://ss.utpb.edu/dean-of-students/student-grievances/>  
<http://ss.utpb.edu/dean-of-students/student-grievances/>

**11. Netiquette:**

Anything you type in the discussion area is public – which means that every student in this class (including your instructor) will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- a. Do not post anything too personal;
- b. Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity;
- c. Do not use all caps in the message box unless you are emphasizing (it is considered shouting)
- d. Be courteous and respectful to other people on the list
- e. Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- f. If the posting is going to be long, use line breaks and paragraphs
- g. Fill in a meaningful Subject Line
- h. Write your full name at the end of the posting
- i. Be careful with sarcasm and subtle humor; *one person's joke is another person's insult.*

NOTE: If you do not adhere to the guidelines for any posting, you will lose the points that would have been granted, and the instructor reserves the right to remove your posting and to deny you any further posting privileges.

Refer to the following links for additional help on netiquette:

<http://www.albion.com/netiquette/corerules.html>

<http://www.dtcc.edu/cs/rfc1855.html>

## **12. Attendance and Class Participation:**

Regular and active participation is an essential, unmistakably important aspect of this online course. The expectation of the instructor is that students will log on a minimum of three times every seven days. It is critical that you read all of the module notes, complete MyMathLab homework as well as all of the public discussion materials. Your full participation ON A WEEKLY BASIS is not only a requirement; it is also an essential aspect of the online course process. All students are expected to do the work assigned, notify the instructor when emergencies arise, and make up assignments no later than the due dates.

NOTE: For summer classes students are expected to log in every day.

## **13. Tracking:**

Canvas course platforms have a tracking feature. This feature quantifies how often and when students are active in the course and also provides information if the student has accessed different pages of the course.

## **14. Absenteeism:**

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Thus, if you are ill for a prolonged time and cannot complete the activities, you must contact me and update the situation. You are expected to log into the course at least twice a week. For summer courses you are required to log in every day.

If I am going to be out because of ill health, attending a conference, etc you will be notified through email.

## **Preparation for Computer Emergencies**

### **Computer Crash**

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

### **Server problems**

When the Canvas server needs downtime for maintenance, the Canvas administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

### **Lost/Corrupt/Disappeared files**

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Canvas server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

## **Hardware/Software Requirements**

### **Computer:**

**PC Configuration** – A CPU with 1 GHz processor, 256 MB RAM and Windows XP operating system

**Mac Configuration** – A CPU with 300 MHZ (G3), 256 MB RAM and Mac OS X 10.2 or newer operating system

### **Peripherals:**

You will need external speakers to be able to listen to audio files.

For web conferencing option:

**Tip:** For Linux and Mac OS X 10.4 and earlier users, we strongly recommend that you use a headset (or at least headphones or an echo canceling microphone) rather than speakers when using simultaneous talkers. This will eliminate potential echoing and feedback and improve your audio experience.

**Software:**

The course content can be found on

Canvas:

Module Notes, Discussions, Class Messages (to notify me),

MyMathLab:

Homework, Quizzes, Reviews, Tests, and Gradebook

**Anti-virus software** is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

**Other software:**

**MyMathLab:** Once you are registered for MyMathLab, the home page of MyMathLab will guide you as to what plug-ins are needed. **It is very important you install the appropriate plug-ins in order for you to do your homework and tests.**

There may be audio/video files in the course for which you will need [Windows Media Player](#) or [QuickTime](#) or [Real Player](#).

**Internet connection:**

Recommended – Cable modem, DSL, or intranet (T-1); or 128 KBPS modem

Note: Corporate or academic security firewalls may block some course content, such as chat or streaming media. Accommodations for access can usually be arranged if you contact your network administrator, though local security policies ultimately dictate what is allowed. 56 K modem or better

**Technical Information:**

[24/7 Technical Help](#) [Browser Test](#) [Browser Configuration](#) [Download Plug-ins](#)[http://aa.utpb.edu/reach/requirements/](http://aa.utpb.edu/reach/requirements/http://aa.utpb.edu/reach/requirements/)

**Supported Browser:**

Firefox 3.5 or higher for PC; and Safari 3.X – 4.0 for Mac

[Download Firefox](#) [Download Safari](#)<http://support.apple.com/downloads/>

**Unsupported Browsers:**

America Online (AOL), Prodigy, Juno, MSN, Yahoo and other Internet Service Providers (ISPs), provide their own internal and proprietary web browsers. These browsers may not be compatible with online courses.

**Student Support Services**

**Testing Services and ADA Accommodation/Support**

432-552-2630

**Admissions & Registration & Transcripts**

(432) 552-2605

[UTPB Bookstore](#) <http://www.bkstr.com/Home/10001-10632-1?demoKey=d>

(432) 552-0220

**Counseling/Advising**

(432) 552-2661

**Financial Aid and Scholarship** <http://ss.utpb.edu/financial-aid/>

(432) 552-2620

**UTPB Library**

(432) 552-2370

**The J. Conrad Dunagan Library Online** <http://library.utpb.edu/dehome.html>

**Student Services**

**UTPB E-Advisor** <http://cas.utpb.edu/academic-advising-center/e-advisor/>

### **Tutoring & Learning Resources**

You are encouraged to use the Multimedia Library tab from MyMathLab. There you will find section video lectures, chapter test prep videos, and animation. SmartThinking, a free online tutoring service, made available by UTPB, is also available 24 hours a day, 7 days a week. Please see SmartThinking. If you are local, free face-to-face tutoring is available from the Success Center (MB 2215). 432-552-3350.

### **End-of-Course Evaluation & Instructor Evaluation**

Every student must complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. There are three options to access the survey.

1. You may follow the link in the email to complete the survey using the same credentials to access your courses here.
2. When entering Canvas you will see a list of surveys for you to complete.
3. A button on the right hand menu bar will lead you to the survey from inside your course.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

### **Disclaimer & Rights**

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

### **Calendar of Assignments:**

The following are the close dates for all assignments. You are encouraged to complete them ahead of time. All assignments close at 10 pm Central time, but be aware you will take the tests within the proctor's hours of operation. Assignments are due mostly every Wednesday and Saturday.

Note: On Test Reviews, you will not be able to see the feedback when you complete, until after the test, upon the discretion of your instructor. You are encouraged to write down the questions on a sheet of paper as you are completing the review so that you can go over them **ONE LAST TIME WITHOUT ANY NOTES** in order to properly prepare for the test.

		<b>MyMath LabAssignments</b>	<b>Closes</b>
<b>Syllabus</b>	<b>Must take. make 100 % before all other assignments</b>	<b>Syllabus Quiz</b>	Sat, Aug. 29
<b>Module 1</b>	<b>Learning Objectives</b>		
1A Notes	<u>P.1 Algebraic Expressions, Math Models, and Real Numbers</u>	HW & Q 1A	Wed, Sep 2
1B Notes	<u>P.2 Exponents and Scientific Notation</u>	HW & Q 1B	Sat, Sep 5



1C Notes	<u>P.3 Radicals and Rational Exponents</u>	HW & Q 1C	Wed, Sep 9
1D Notes	<u>P.4 Polynomials</u>	HW & Q 1D	Sat, Sep 12
1E Notes	<u>P.5 Factoring Polynomials</u>	HW & Q 1E	Wed, Sep 16
1F Notes	<u>P.6 Rational Expressions</u>	HW & Q 1F	Sat, Sep 19
Review		Review 1	Wed, Sep 23
Test 1	Does not need proctoring	<b>Test 1</b>	Wed, Sep 23
<b>Module 2</b>			
2A Notes	<u>1.1 Graphs and Graphing Utilities</u>	HW & Q 2A	Sat, Sep 26
2B Notes	<u>1.2 Linear Equations and Rational Equations</u>	HW & Q 2B	Wed, Sep 30
2C Notes	<u>1.3 Models and Applications</u>	HW 2C	Sat, Oct 3
2D Notes	<u>1.4 Complex Numbers</u>	HW & Q 2D	Wed, Oct 7
2E Notes	<u>1.5 Quadratic Equations</u>	HW & Q 2E	Sat, Oct 10
Review		Review 2	Sat, Oct 10
Test 2	<b>PROCTORING REQUIRED</b> , Module 2 and some Module 1	<b>Test 2</b>	Mon Oct 12 at 6:00 pm
<b>Module 3</b>			
3A Notes	<u>2.1 Basics of Functions and Their Graphs</u>	HW & Q 3A	Sat, Oct 17
3B Notes	<u>2.3 Linear Functions and Slope</u> and <u>2.4 More on Slope</u>	HW & Q 3B	Wed, Oct 21
3C Notes	<u>2.5 Transformations of Functions</u>	HW & Q Quiz 3C	Sat, Oct 24
3D Notes	<u>2.8 Distance/Midpoint Formulas; Circles</u>	HW & Q 3D	Wed, Oct 28
Review		Review 3	Wed, Nov 4
Test 3	Does not need proctoring	<b>Test 3</b>	Wed, Nov 4
<b>Module 4</b>			
4A Notes	<u>4.1 Exponential Functions</u>	HW 4A	Sat, Nov 7
4B Notes	<u>4.2 Logarithmic Functions</u>	HW & Q 4B	Wed, Nov 11
4C Notes	<u>4.3 Properties of Logarithms</u>	HW & Q 4C	Sat, Nov 14
4D Notes	<u>4.4 Exponential and Logarithmic Equations</u>	HW & Q 4D	Wed, Nov 18
Review		Review 4	Sat, Nov 28
<b>Test 4</b>	<b>PROCTORING REQUIRED</b> , Modules 4 and some Module 3	<b>Test 4</b>	Nov 30 at 6:00 pm
Final Exam	<b>PROCTORING REQUIRED</b> , Comprehensive	<b>Final Exam</b>	Mon Dec. 7***

\*\*\* If you are graduating this Fall, you MUST contact the instructor BEFORE December 1, and take the Final Exam by December 9.

**The University of Texas of the Permian Basin**

**Proctor Approval Application**

(required for dual credit students that would be tested in person by high school facilitator)

**Section A.** (to be completed by the student)

Student Contact Information

Name\_\_\_\_\_

Phone Number\_\_\_\_\_

Email Address\_\_\_\_\_

Course Title and Section Number\_\_\_\_\_

Instructor\_\_\_\_\_

Semester (Circle one) Summer Fall Spring

Year\_\_\_\_\_

**Section B.** (to be completed by the high school facilitator)

High School Facilitator Contact Information

High School Facilitator Name\_\_\_\_\_

Area Code-Phone Number\_\_\_\_\_

Name of High School\_\_\_\_\_

Street Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Email Address- Required\_\_\_\_\_

Please initial each.

\_\_\_\_\_ For dual credit students, facilitators who are related to the student in any way CANNOT proctor.

\_\_\_\_\_ There should be no conflict of interest between the proctor and the student. Friends, bosses, coworkers, spouse, or family cannot proctor.

\_\_\_\_\_ Students are **not** allowed to talk to anyone while taking tests.

\_\_\_\_\_ Students are **not** allowed to use notes, book, other websites or other files on the computer while taking the exam.

\_\_\_\_\_ Students are allowed to use a pencil, scientific calculator, and BLANK paper. **No** graphing calculators, iphones, ipads, or any other electronic devices will be allowed.

\_\_\_\_\_ Please take their phones until they complete their exam.

\_\_\_\_\_ Students are NOT allowed to the bathroom.

I, the student named above, agree to the following: (1) to set up an appointment for my course exam(s), according to published dates with my facilitator; (2) will adhere to the guidelines above and understand that **not doing so will result in a 0 on my tests** (this includes, after verification of your proctor, listing a proctor that results in a conflict of interest); (3) to submit this form to the high school facilitator for completion and to provide him/her the instructions.

The information in Section A is correct to the best of my knowledge.

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**I certify that:** (1) To the best of my abilities, I will uphold the UTPB Student Conduct (available at <http://ss.utpb.edu/dean-of-students/student-conduct/>); (2) Uphold the highest ethical standards outlined below of this form; (3) I have Internet access or email at the testing site that will allow me to download or receive PDF files and print them. (4) The information in Section B is correct to the best of my knowledge.

**High School Facilitator/Counselor Signature**

**Date**

\_\_\_\_\_  
Please scan and submit this form in Canvas, Modules, Getting Started, Proctor Form Dropbox.

Sample Syllabus