

Hello everyone,

I am writing to give you a brief introduction to the course you will be taking. First off, I am Dr. Matthew Caputo, and I will be the instructor for this MATH 1310-College Algebra. My office is located in PGH 207 (it is the building at the end of the horse-shoe road across from the Stadium Garage).

You can contact me with one of two email addresses, (mgcaputo@uh.edu or caputo@math.uh.edu). When you email me, please give your course and section number in the subject line of the email, so I know how which course you are referring to. Also, please do not email me expecting a response within five minutes. I do try to reply to emails promptly, but I cannot always reply immediately. Please review the Guide to Appropriate Emailing, available at the following link:
<https://www.math.uh.edu/~caputo/Appropriate%20Emailing.pdf>

You can access course materials (blank notes, completed notes, course calendars, exam schedules, homework assignments, etc.) through the courseware site (<http://casa.uh.edu>). You will need to buy an access code from the bookstore as soon as possible to continue accessing the site. This will get you access to all course materials, including the entire textbook (you will only have the beginning chapters prior to that). This is not optional. You must buy the access code to take this course. On a weekly basis (minimum) you should be checking all the tabs in the Courseware site and well as my website to receive any information or changes that may occur. While the course calendar is on the main page for the course, it has a lag when in refreshing when new material is added into it. If an assignment “disappears” from the calendar, check the appropriate tab within casa to see if it is still there. Sometimes things change that are beyond my control, and I have to make an adjustment to the timeframe of certain lectures or assignments. This is why it is important to check this site as well as your email for updates. The courseware website will contain your electronic bubble-sheets (EMCF) to answer your homework assignments. When completing and homework electronically, please be mindful of the deadlines, and allow yourself enough time to upload the work. If you wait until 11:55 to upload an assignment that is due at 11:59, the server may be crowded and you will be unable to complete the assignment on time. Do not wait until the last minute to try loading in your work. Also, keep track of all the deadlines for homework, exam dates, etc. I am not going to send you weekly reminders to complete your work.

WE DO NOT USE BLACKBOARD AS THE COURSEWARE SITE.

Due to the number of symbols used in our text and equations, the math department tends to overload Blackboard and this can cause serious issues. The courseware site described in the paragraph above is what this (and all other math courses at the university) will be using.

My website (<http://math.uh.edu/~caputo>) will contain general information about the course and certain university policies. This will include items such as course syllabi, Frequently Asked Questions, and this letter.

The courseware website will contain your electronic bubble-sheets to answer your homework assignments and poppers. This will be located in the EMCF tab. There is *no submit button* for EMCF assignments. They are automatically submitted when the deadline arrives. (You will have a total of 3 homework assignments and 8 popper assignments). Popper questions and answer choices will be imbedded within the video lectures and the completed notes. Please follow all deadlines and times as they appear in the casa calendar and the EMCF tab. (Any deadlines written in the lecture notes pertain to a previous run of this course. These are not accurate for this term.)

For the online tutoring for this course, you will need to download Blackboard Collaborate (a link is available in casa for this). The live tutoring sessions (where you will be able to interact with me and ask

questions through the server) will be on Tuesdays from 5:00pm – 7:00 pm and Fridays from 9:00am to 11:00 am. These are optional sessions where you can ask questions about the course content. Lecture material will be posted in the casa calendar prior to the first day of the Winter Session (this will include blank notes, completed notes, and recorded sessions). Remember, the online section of the course has all the same requirements and assignments as the face to face section; it is not an easier course. Poppers will be answers through the EMCF tab in the Courseware website rather than through bubble sheets.

There are two exams for this course. A midterm exam, which will be held on January 3, 2019, 10:00am - 12:00 noon in SEC 101 on campus. The final exam will be on January 11, 2019, 10:00am - 12:00 noon in SEC 101 on the main UH campus. Please make arrangements (job, family, day-care, etc.) now to make sure you are available and on campus for those two dates. You will need to show a photo identification to take the exam.

A note about incomplete (I) grades: This is a grade assigned in rare circumstances only. There are two criteria required for you to be considered for a grade of I, and then your case has to be approved to the department chairperson, the dean, etc. The criteria are (1) you having a passing grade at the time you put in the request, and (2) you are unable to complete to course to unexpected issue, such as an accident or illness. This is not an option to consider if you think you are going to fail the course and you missed the deadline to withdraw or because completing the course became inconvenient for you.

If you have any additional questions, please do not hesitate to ask. I look forwards to a great winter working with all of you.

--Dr. C