

**Spring 2020 Syllabus Addendum  
Transitioning to Online Instruction**

***Math 107***

**Course Title:** University Mathematics BI

**Coordinator:** Professor K. Horwitz

**Date:** March 18, 2020

**Course Lectures and Content Delivery** – Classes are required to meet at their regularly scheduled times. Instructors will either deliver content just as they would in their class regularly or they will assign a pre-recorded video (done by me) as homework and will use their class time to answer questions provide additional examples etc.

**Office Hours** – Office hours will be done on Web Ex. Instructors will do these at the same times they had office hours during the semester.

**WebAssign** – will continue as normal. Instructors will use discretion in changing due dates as needed based on the interruption.

**Written Homework** – Will be collect through canvas through file uploads.

**Quizzes and Common Exams** -- All assessments will be monitored through the lockdown browser/respondus monitor. Additional steps will be taken to upload work for partial credit.

**Attendance** -- Will continue to me mandatory. Attendance will be taken in every class session and all instructors will abide by the departmental attendance policy.