

MATH 100: Introduction to Algebra – Fall 2015

Instructor: Cheryl Black

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Phone: 505-264-0766 (cell) 11:30am - 10:00pm Tues. – Sat. only

Office: Academic Building, room 103, cubicle 12, phone: 925-8600,

Office Hours: T/Th 12:30 - 1:00 pm (room A103), also 12:00-12:30pm, Tuesday (room C-108). Additional office hours: by appointment

Class Time & Location: Tuesdays & Thursdays, 1:30-3:10 pm, Room C-108:

Class Designators: CRN – 53647, section – 507

MML Course Code:

COURSE DESCRIPTION: Topics include linear equations, polynomials, factoring, formulas, graphing, and application problems and includes a skills laboratory. Prerequisites/placement: Successful completion of Math 099 or Math 011 & Math 012 (RA, RB, or RCR) or a minimum pre-algebra COMPASS score of 36, or math ACT score of 16.

COURSE STUDENT LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to;

1. Add, subtract, multiply, and divide positive and negative numbers, including integers, fractions, and decimals.
2. Use the correct order of operations when simplifying a numerical expression.
3. Solve linear equations in one variable.
4. Solve word problems involving linear equations in one variable.
5. Graph simple linear equations.
6. Calculate the slope of a line between two points.
7. Find the equation of a line from pairs of points or a point and a slope.
8. Simplify expressions with integer exponents.
9. Use Scientific Notation in elementary arithmetic calculations.
10. Add, subtract, multiply, and divide polynomials.
11. Factor simple polynomials.

COURSE MATERIALS:

- **My Math Lab (MML) Student Access Code:** The code is available for purchase in the bookstore or online at <http://www.mymathlab.com/> You must register for MML by the beginning of the 2nd week of classes or risk being dropped from the course.
- 3-ring Binder (1 ½ inch or larger) with 5 tab dividers – (bring to class for grading as instructed)
- Loose leaf paper or spiral notebooks
- Pencils and erasers or pens
- Calculator (Graphing Calculators are NOT ALLOWED)
- Colored highlighters (at your discretion)
- Index cards (at your discretion)
- My Math Lab access information

GRADING SCALE:

<u>Grade</u>	<u>Course Components</u>	
RA 90 – 99+%	Attendance & Participation	15%
RB 80 - 89%	3-Ring-Binder (notebook)	20%
RCR Credit 70	Homework	20%
RNC No Credit < 70%	Quizzes & Tests	15%
	Written Final Exam*	30%

***You must receive at least a 70% on the written final to pass the course. This is not negotiable.**

SYLLABUS: MATH 100 – Introduction to Algebra – Fall 2015, cont'd

IMPORTANT DATES:

Last date to drop without a grade: Friday, September 4, 2015

Labor Day Holiday: Monday, September 7, 2015

Fall Break: Thursday and Friday, October 8 & 9, 2015

Thanksgiving (campus closed): Thursday and Friday, November 26 & 27

Last date to drop without approval of Director of Student Affairs: Friday, November 6, 2015

Final Exam: TBD (week of Dec 7-12)

COURSE COMPONENTS:

Attendance & Participation: 15% of your grade

The student must be on-time and remain for the entire class session, have the necessary course materials on hand and participate in the lecture &/or group activities to receive full credit for attendance each day. If a student misses 2 classes in the first two weeks, or 3 consecutive class periods, or 4 total, the student may be dropped from the class. Each absence (including lab) will result in a 5% reduction in the Attendance & Participation grade. Viewing or using a cell phone during class, viewing ANY internet content during class (unless directed by the instructor), or if you are disruptive to the learning environment, you may be counted absent. Each unexcused absence will reduce the attendance grade. If absent, the student must see the instructor in person, contact her by email or leave a phone message within 24 hours to change an unexcused absence to an excused absence. This change is at the discretion of the instructor, and will only be granted if the student has an unavoidable and legitimate reason for missing the class, and makes up the class time with a tutor. Independent verification may be required. Lab attendance is also mandatory, each week at the appointed time and place. Missing part or all of a scheduled lab counts as a class absence. The student bears full responsibility for the material and procedural information covered in class.

Binder (notebook): 20% of your grade

- References – Section 1. This section will store Calendar Pages or Planner. A calendar will be used to track the schedule of Math 100 class meetings, assignments and course progress as well as, the students own attendance and other scheduled obligations. The student is also expected to maintain an attendance log, time track of My Lab hours and a list of grades for all assignments in this section on the provided forms. Other reference materials will be given during the semester, these should also be included in this section.
- Math 100 Notes – Section 2. This section will store class notes, practice problems and tests from Math 100 in chronological order. All pages must be labeled with the date, unit, chapter, topic and lesson as described in class. The student must take meaningful notes during the instruction portions of the class. Students without notes will be told to revisit the lesson before assistance will be provided. Tests and practice problems must be worked in a neat, orderly manner in the notebook in the appropriate section of the binder. In addition, all other Math 100 papers (and related work) will be kept in an orderly fashion in a second section of the binder. Binders will be checked and graded regularly (monthly).
- Review – Section 3. Will include definitions and symbology of terms introduced during lecture by instructor or in My Math Lab, formulas, summary of key concepts, etc.
- Tests/Quizzes – Section 4. Will include returned tests and quizzes for future review and test preparation.
- Hints & Tips – Section 5. In this section the student will summarize the hints and suggestions given for success in Math 100.
- Other Sections – At your discretion, other sections may be included in your notebook as long as they are related to helping you succeed in Math 100 (e.g. practice tests/worksheets, in-class exams, etc.).

Homework: 20% of your grade

Homework will be assigned each week. Weekly assignments must be completed not-later-than 7pm, Sunday of the next week. You will be able to go back to improve your grade after the due date. You must earn at least 80% on each homework assignment to pass the class.

SYLLABUS: MATH 100 – Introduction to Algebra – Fall 2015, cont'd

Quizzes & Tests: 15% of your grade.

Quizzes will be assigned periodically, and written in-class tests will be given once a month. Failure to complete a quiz on time, or if the student misses an in-class test, without pre-arrangement with instructor, will result in a strike. A total of three strikes, three absences or a combination of three strikes and absences may result in the student being dropped from the class.

Written Final Exam: 30% of your grade.

Final Exam The final exam will be an in-class, closed book, closed note, written exam covering all of the course objectives. A scientific calculator, which is not a graphing calculator, will be allowed. No cell phones or Internet devices will be permitted to be out during the exam. ***The final must be passed with a minimum score of 70% in order to pass Math 100.*** Final review and practice problems will be made available (with answers) before the final

SUPPORT SERVICES: Highway to Success tutors are available M-Th from 8am to 5pm, and Fridays 8am to 2pm (925-8907). The online tutor, Ryan Baltunis, can be reached at 925-8553 or found in LRC 118. There are also open computer labs on campus for students' use. The Valencia Campus Library provides a quiet atmosphere for study and is an excellent resource for supplementary materials

EXPECTATIONS: Students are expected to conduct themselves in a polite, courteous, professional and collegial manner. Cell phones must be set on silent. Please step into the hall if you need to take a call during class. Cell phones must be turned off and be out of sight during exams. **ABSOLUTELY NO FOOD OR DRINK** is allowed in the computer labs.

DISABILITY STATEMENT: If you have a documented disability, please provide me with a copy of your letter from Equal Access Services as soon as possible to ensure that accommodations are provided in a timely manner. The Equal Access Office can be reached at 925-8510.

UNM'S POLICY ON ACADEMIC HONESTY: Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments, claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.