Math 021 503: Introduction to Algebra
Spring 2016

Instructor: Alice Lawson **Office:** Adjunct Faculty Offices
Office Hours: M W 12:30 PM – 1:15 PM **email:** alawson@unm.edu preferred
Phone: 925-8600 (Academic office)

ALEKS Customer Support: **Email:** http://support.aleks.com   **Phone: (714) 619-7090**
ALEKS Course Code: 3XXLR-WM9PE
ALEKS Financial Aid Code: **5FF8B-F46EB-844BB-2D650**
Class Time: 1:30pm – 3:10pm
Class meets on Mondays and Wednesdays in room C 108

COURSE DESCRIPTION: This TWO CREDIT course includes the first half of a beginning algebra course including a review of basic arithmetic, real numbers, linear equations and inequalities, and an introduction to application problems. Prerequisite: Math 099 or Math 011/012.

COURSE STUDENT LEARNING OUTCOMES:
Upon successful completion of the course, students will be able to:
1. Add, subtract, multiply, and divide whole numbers, fractions, and decimals.
2. Calculate simple percentages
3. Find area, perimeter, circumference, volumes of various geometric figures.
4. Add, subtract, multiply, and divide positive and negative numbers, including integers, fractions, and decimals.
5. Use the correct order of operations.
6. Correctly simplify a numerical expression.
7. Solve simple linear equations.
8. Solve application problems involving linear equations in one variable.
9. Solve application problems involving geometry.
10. Solve simple linear inequalities.

COURSE MATERIALS:
- **ALEKS Student Access Code:** This code is available for purchase in the UNM-VC Bookstore or online at http://www.aleks.com/ Purchase a minimum of 18 weeks (ALEKS 360 includes an electronic book and ALEKS does not). This code will provide you access to all of the online materials for the course that will be required for the course. **You must register for ALEKS by the end of the 1st week of classes or you will be dropped from the course**
- **3-Ring binder (1-1/2 inch), 5 divider tabs, spiral, notebook paper, pencil, eraser, dry erase marker, 3X5 note cards**
  Tab Headings: Syllabus/Reference, Notes, ALEKS Work, Weekly Reports, Assessments
  MATH 193: some additional tabs are needed for that class. Refer to Math 193 Syllabus.

IMPORTANT DATES:
Spring Break: March 14. – 18, 2016
Last day to drop a course without a grade: Friday, February 5
Final Exam: Monday, May 9   1:00PM – 3:00PM

GRADING SCALE: While you will receive credit toward establishing a full-time load for financial aid purposes for Math021, this course is NOT accepted to satisfy UNM core degree requirements. Students in this course will receive the following grades:

RA+	98% and above	RC+	78 – 79%		
RA	93 – 97%	RC	73 – 77%	***Students must receive a**	
RA-	90 – 92%	RC-	70 – 72%	**minimum of 70%** on the final exam	
RB+	88 – 89%	RCR	70 – 100%	**to pass the course.**	
RB	83 – 87%	RNC	< 70%		
RB-	80 – 82%				

GRADE WEIGHTINGS:

Attendance, ALEKS +Tutoring Time (10 hrs/wk)	**25%**
Topic Mastery	**25%**
Tests	**20%**
Cumulative Final Exam*	**30%**

THE COURSE: This course is computer-based, however students will be required to make sufficient progress each week or risk being dropped from the course. Your grade includes a <u>minimum</u> of 10 hours spent in the ALEKS program and/or working with a tutor on a WEEKLY basis, so you will need to spend time on your math outside of class. Please seek help from tutors and instructors as needed.

- Procedure for Documenting ALEKS Work:
    1. Students will take notes while working in ALEKS. Each separate day of notes needs to be labeled with the date and the pie piece/topic being covered.
    2. Practice problems need to be worked in an <u>orderly manner</u>. Students need to <u>copy the question</u> on which they are working, and show ALL work. Student then records answer in the computer.
    3. ALEKS Notes and Practice Work can either be done on loose leaf paper and kept behind Tab 3 of Binder, OR completed in a separate notebook (spiral or pad) and filed behind Tab 3 in Binder.
    4. Same procedure is followed for any ALEKS assessments. (Date the assessment, number each question, copy and solve the question, then enter answer into the computer.)
    5. ALEKS Assessments (Initial and others) need to be filed behind Tab 5 of notebook.
- Written tests will be given throughout the term. You are allowed to make corrections to tests so as to improve the grade. In order to earn back up to half the points missed, corrections need to be made on a <u>separate</u> sheet of paper. The correction paper is vertically divided in half: The problem must be reworked on the LEFT side of the paper, and the RIGHT side must contain your verbal explanation of what was done incorrectly on the test for that particular problem. Corrections must be stapled to the original test in order to be graded.
- A note card for the final exam can only contain formulas.
- You will be recording your Aleks time and tracking your progress in the course on calendar sheets in your three ring binder.
- Work with a tutor will need to be documented in your three ring binder.
- Students are expected to complete 100% of the ALEKS pie prior to taking the final exam.
- Students must successfully pass a mock final with 80% or higher prior to taking the final exam.

ATTENDANCE POLICY:
- You are expected to be <u>on time</u> to each class <u>and</u> <u>stay the entire class</u>. If you have 4 unexcused absences you <u>WILL</u> be dropped from the class. You are required to attend class twice a week (Mondays and Wednesdays).
- The attendance sheet will be available at the beginning of the class. It will be picked up shortly after 1:30. You will be marked absent if: (1) you are absent, (2) you are tardy and/or leave early twice, and/or (3) you are disruptive to the learning environment.
- If absent or tardy, the student must email the instructor within 24 hours to be excused. The student bears full responsibility for the material and procedural information covered in class.

SUPPORT SERVICES: Highway to Success tutors are available Monday through Friday, call for an appointment at 925-8907. 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. Any disruption of a class caused by a cell phone will result in the student being asked to leave the class at once. 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.

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants (TA), and Graduate Assistants (GA) are considered responsible employees. This designation requires that any report made to a faculty member, TA, or GA regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html