MATH 011: Pre-Algebra Summer 2017 (ALEKS)

Instructor: Michelle Godfrey   **Email:** shosho@unm.edu
Office: Adjunct Faculty offices Academics Bldg   **Phone**: 925-8630

Section/Group	Class Time	Meeting Days	Meeting Location
501	9:30am to 1:00pm	Tues, Thurs	**A141**

OFFICE HOURS: **Tuesday and Thursday 9:00am to 9:30am in classroom; Other times by appointment**
Tutor: Aaron Wroten   **email:** awroten82@unm.edu

>   **Aaron is at the tutoring center: Monday and Wednedays 12:30-5:00**
>   **Tuesdays and Thursdays 8:00 am to 9:20 am**

ALEKS Customer Support: **Email: http://support.aleks.com**   **Phone: (714) 619-7090**

COURSE DESCRIPTION: This TWO CREDIT course includes the first half of a pre-algebra course, including whole numbers, fractions, decimals, ratios and proportions, and percent and includes a skills laboratory. This course is the pre-requisite to Math 012. Prerequisites/placement: Minimum pre-algebra COMPASS score of 24, or math ACT score of 14.

COURSE STUDENT LEARNING OUTCOMES:
Upon successful completion of the course, students will be able to:
1. Demonstrate an understanding of the meaning of, and add, subtract, multiply and divide whole numbers.
2. Demonstrate an understanding of the meaning of, and add, subtract, multiply, and divide fractions. 3. Demonstrate an understanding of the meaning of, and add, subtract, multiply, and divide decimals.
4. Convert between decimal, fraction and percent notation.
5. Use ratios and proportions to solve problems.
6. Solve basic percent problems.
7. Demonstrate an understanding of and correctly use the order of operations.

COURSE MATERIALS:
- **ALEKS Student Access Code:** This code is available for purchase in the bookstore or online at http://www.aleks.com/ Purchase a <u>minimum of 18 weeks</u> (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.**

<u>**Other requirements:**</u>
- You will need access to UNM Learn. This is another program we will use to communicate with you about your progress in the course and to post announcements. You will use your UNM NetID to log into Learn. You may access it directly via http://learn.unm.edu
- You may use a regular or *scientific* calculator for this course unless it is otherwise announced. **Cell phone calculators or sharing calculators will *not* be allowed on exams.**
- Also, you will need to keep a notebook for this course. You can use a bound notebook or a binder with filler paper, but you want to be able to organize the notebook so you can easily find your notes for each section. Please do not use this notebook for any other course.

IMPORTANT DATES:

- **Friday, June 9**   **Last day to add a course or change sections**
- **Friday, June 16**   **Last day to change grading option and drop without a grade.**

• **Tuesday, July 4**	**Fourth of July Holiday – no classes**
• **Friday, July 14**	**Last day to drop the course without Dean's permission**
• **Friday, July 28**	**Last day to drop the course with the Dean's permission**
• **Thursday, July 27**	**Must be done with final exam for course**

GRADING SCALE: While you will receive credit toward establishing a full-time load for financial aid purposes for Math011, this course is NOT accepted to satisfy UNM core degree requirements. Students in this course will receive the following grades:

RA+	98% and above	RB	83 – 87%	RC-	70 – 72%
RA	93 – 97%	RB-	80 – 82%	RCR	70 – 100%
RA-	90 – 92%	RC+	78 – 79%	RNC	< 70%
RB+	88 – 89%	RC	73 – 77%		

GRADE WEIGHTINGS:

Participation (ALEKS +Tutoring Time 10 hrs/wk)	**30%**
Topic Mastery (19 Topics a week)	**30%**
Attendance	**10%**
Cumulative Final Exam*	**30%**

   ***Students must receive a <u>minimum of 70%</u> on the final exam
      to pass the course.**

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 miss 2 you <u>WILL</u> be dropped from the class. You are required to attend class twice a week (Tuesdays and Thursdays).
- If absent or tardy, the student must email the instructor. The student bears full responsibility for the material and procedural information covered in class.

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.
- A 3"x 5" note card will be allowed for the assessments. A regular or scientific calculator will be allowed for only a portion of these assessments. The note card for the final exam can only contain formulas.
- Ounce a student has completed 90% of their pie they can request a practice exam. When the student is finished with a practice exam I will grade it and we will go over what subjects the student might want to work on a little more.
- Students are expected to complete 100% of the ALEKS pie prior to taking the final exam.
- I will allow one re-take on the final contingent on an error analysis of the first attempt. If you do not scoring high enough on the final, 70% or higher, you cannot pass the class.

SUPPORT SERVICES: Highway to Success tutors are available M-Th from 8 to 5, and Fridays 8 to 1 (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. ABSOLUTELY NO FOOD OR DRINK is allowed in the computer labs.

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants 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/universitypolicies/2000/2740.html

DISABILITY STATEMENT: If you have a documented disability, please provide me with a copy of your letter from Equal Access Services <u>as soon as possible</u> 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.