Math 101/102/103, Intermediate Algebra Parts I, II, and III, Spring 2018 (ALEKS)

Instructor: Elaine W. Clark   **email:** ewclark@unm.edu   **Phone:** 925-8618
Office: A142C   **Messages:** 925-8600 (Academic Office)
ALEKS Customer Support: email: http://support.aleks.com   Phone: (714) 619-7090

OFFICE HOURS:
   I will be on campus most days (Monday through Thursday) from 10:00 AM to 3:45 PM but
   will hold schedule office hours as indicated below:
- In my office, Tuesday and Thursday 1:30 to 4:15 PM
- Math Center: Monday and Wednesday 11:00 AM to 12:00 noon
   Other hours by appointment. Be sure to check my weekly schedule posted in Learn.

Response time: I will respond to emails when I am on campus for sure (see above). I will also
read emails at least once a day on Fridays and Sundays unless I am out of town. If you call my
office and I am not there, leave a voice mail or you may call the Academics Office to leave a
message (see phone numbers above).

COURSE OVERVIEW: This sequence of one-credit-hour courses (Math 101, 102, and 103)
provides preparation for MATH 121, 129 and STAT 145. Emphasis is on problem solving skills.
Though this course is acceptable as credit toward graduation from UNM-Valencia, and provides
a math requirement for many Associate Degrees and Certificates, it does **not** satisfy UNM core
or group requirements.

Course Student Learning Objectives that apply to all three courses: Upon successful
completion of this course, students will be able to:
- Apply solution methods learned to "real-world" problems.
- Analyze solutions and give them contextual meaning.
- Communicate or present mathematical concepts using correct mathematical notation and
  terminology.
- Correctly use vocabulary related to functions.

MATH 102: Intermediate Algebra Part II

MATH 102.504				
CRN	Class Time	Days	ALEKS Course Code	Financial Aid Access Code
62390	4:30 – 5:45 PM	Tues/Thurs	4RQXC-QYTNR	EDC22-7DD3E-8C66E-39B70

MATH 102 Course Description: Math 102 includes solving and graphing quadratic equations,
properties of exponents and scientific notation, simplifying polynomial expressions, factoring
polynomials, and more development of functions. Completion of Math 102 with a grade of C or
better satisfies the prerequisite for MATH 129 and STAT 145. There are **145 topics** in the
ALEKS pie for Math 102.

Math 102 Course Student Learning Objectives in regard to skills acquisition:
Upon successful completion of this course, students will be able to:
- Sketch the graphs of linear and quadratic functions.
- Find equations for quadratic models and solving quadratic equations.
- Solve systems of two linear equations, use graphs, tables, and equations.
- Factor polynomials.
- Correctly use function notation.
- Be able to determine function values for given domain values, and determine domain values for given function values.
- Determine domains for functions.
- Simplify radical and rational expressions.

Course Prerequisite: Grade of C or better in Math 101.

MATH 103: Intermediate Algebra Part III

MATH 103.504				
CRN	**Class Time**	**Days**	**ALEKS Course Code**	**Financial Aid Access Code**
62391	4:30 – 5:45 PM	Tues/Thurs	TVP49-HHMCF	88E5F-E95BD-EC444-8E9C0

MATH 103 Course Description: Math 103 includes simplifying radical and rational expressions, solving radical and rational equations, introduction to the exponential and logarithm functions. Completion of Math 103 with a grade of C or better satisfies the prerequisite for MATH 121. There are *184 topics* in the ALEKS pie for Math 103.

Math 103 Course Student Learning Objectives in regard to skills acquisition:
Upon successful completion of this course, students will be able to:
- Sketch the graphs of quadratic, exponential, and logarithmic functions.
- Find equations for quadratic models and solving quadratic equations.
- Factor polynomials.
- Correctly use function notation.
- Be able to determine function values for given domain values, and determine domain values for given function values.
- Determine domains for functions.
- Solve radical and rational equations.
- Rewrite exponential functions in logarithmic form and vice versa.
- Solve exponential and logarithmic equations using equating bases.

Course Prerequisite: Grade of C or better in Math 102.

COURSE MATERIALS:
- ALEKS Student Access Code: This code is available for purchase in the bookstore or online at http://www.aleks.com/ Purchase not more than 18 weeks. 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 within three days of registering for the class if you register late, or you will be dropped from the course.

- You will need high-speed Internet access, the use of a web browser, and the ability to upload free software in order for the ALEKS program to run properly.
- 3-Ring binder (1 inch): In your binder you should have 5 divider tabs. Refer to binder organization chart for requirements and details (see end of syllabus). Throughout the semester, there will be random binder checks – these points apply toward your participation grade.
- Other: You will also need notebook paper, pencil, and 3 inch by 5 inch note cards. You may use a *scientific* calculator for this course, but this must be a stand-alone calculator, not one on your cell phone or other mobile device.

ATTENDANCE POLICY:
You are expected to
- attend class every regularly scheduled class time
- be on time to each class and to stay the entire class.

If you miss 2 consecutive classes you *may* be dropped from the class. If you know ahead of time that you will be absent or tardy, please inform your instructor by email or phone. You bear full responsibility for the material and procedural information covered in class.

WEIGHTED COURSE AVERAGE:

Attendance	10%
Homework (Topics or Time in ALEKS or documented tutoring, binder)	20%
Projects (these are required for each module)	20%
Quizzes (three quizzes, one at the end of each of the first three modules)	20%
Cumulative Final Exam: must be taken by class time Thursday, December 13, 2018	30%

GRADING SCALE: Grades for this course will be assigned as follows:

Course Average	Course Letter Grade	
90-100%	A	Students will be allowed *one take* on the final exam and must score a 70% or better on the final to receive a passing grade for the course. This applies to all three courses.
80-89%	B	
70-79%	C or CR	+ or – grades are assigned at the discretion of the instructor
<70%	NC	

WORK FOR THE COURSE:

Work in ALEKS: This course is computer-based mastery, therefore you are <u>required</u> to make sufficient progress each week or risk being dropped from the course. Your grade includes
- completing the required number of topics and
- spending a <u>minimum</u> of 10 hours per week in the ALEKS program and/or working with an approved tutor (documented).

This means you will need to spend time on your math outside of class. Please seek help from tutors and instructors as needed. You may earn up to **10 Homework Points** each week for progress and time worked in ALEKS. This is based on how you did compared to your weekly goal. If you exceed your goal for the week, you can earn extra credit points. However, no more than 10% of your final course grade can be earned from extra credit.

Binder: You are required to have your binder in class every day. There will be random binder checks – these points apply toward your **Homework grade.**

Procedure for Documenting ALEKS Work in your binder:
- 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.
- Work practice problems in an <u>orderly manner</u>.
- <u>Copy the question</u> on which you are working, and demonstrate your method of solution.
- Once you have a record of your work, input your answer in ALEKS.

ALEKS Notes and Practice Work can either be done on loose leaf paper and kept behind Tab 2 of Binder, OR be done in a separate notebook (spiral or pad) and filed behind Tab 2 in Binder.

Follow the same procedure for any ALEKS Knowledge Checks. (Date the assessment, number each question, copy and solve the question, then enter answer into the computer.) Work related to ALEKS Knowledge Checks (Initial and others) need to be filed behind Tab 4 of your binder.

Projects: You will be required to demonstrate mastery on at least one project (up to a maximum of 5 projects) for this course. If you score less than 90% on any of the required projects for you will need to conduct an error analysis of the incorrect work and correct the parts of the project that you missed. Projects count up to **20 Project Points each**.

Written quizzes:
Written quizzes will be given throughout the term. You are ***required*** to demonstrate mastery on these quizzes. If you score less than 90% on a quiz for you will need to conduct an error analysis of the incorrect work and correct the problems that you missed. Then you will need to retake the quiz. Quizzes count up **to 10 Points each**. You may use a 3x5 note card for notes and formulas on quizzes and on the final exam.

Error analysis and correction:
If you score less than 90% on a quiz or project, you will:
- conduct an error analysis of the problems you missed and make corrections to those problems.

- Your error analysis and corrections need to be made on a <u>separate</u> sheet of paper. The correction paper is vertically divided in half. Put the number of the problem you missed and then rework the problem on the LEFT side of the paper, and write an explanation of what was done incorrectly on the RIGHT side for that particular problem.
- Once you have completed your error analysis and corrections, you will retake the quiz but the corrections for the project will be enough to earn back the points you missed.

<u>Other requirements:</u>
You will need access to UNM Learn. This is another program used for communicate in this class. Also, all of the required projects for this course will be posted in Learn. You will use your UNM NetID to log into Learn. You may access it directly via http://learn.unm.edu .

IMPORTANT DATES (all deadlines are by 5:00 PM Mountain Time):

Last day to add or change grading mode on LOBOWeb:	Friday, August 31
Labor Day Holiday	Monday, September 3
Last date to drop without a grade:	Friday, September 7
Fall Break	Thurs/Fri, Oct. 11 & 12
Last date to drop without Dean's Permission:	Friday, November 9
Thanksgiving Break	Thurs/Fri, Nov. 22 & 23
Last date to change grading mode with form	Friday, December 7
Last date to drop with Dean's permission	Friday, December 7

SUPPORT SERVICES: Math Center tutors are available in the Learning Commons M-Th from 8:00 to 5:00, and Fridays 8:00 to 1:00 (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.

CONDUCT 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.
- ABSOLUTELY NO FOOD is allowed in the computer labs. Drinks are only allowed if they are in sealed containers with tightly fitting lids that will not spill.
- During a quiz or exam, cell phones must be turned *off* and be out of sight. No personal electronic devices are allowed. A calculator is allowed if appropriate (some quizzes or portions of the final exam will have a restriction on calculator use). If you leave for any reason during a quiz or exam, your paper will be collected and you will not be allowed to continue working on that exam or quiz.

TITLE IX: 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.

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Office: A142C   **Office Phone:** (505)925-8618   **Academics Office:** (505)925-8600

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    Other hours by appointment. Be sure to check my weekly schedule posted in Learn.

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Math 101				
Section	**Class Time**	**Meeting Days**	**Meeting Location**	**MML Course Code**
504	4:30 to 5:45 PM	T/Th	SCC 200	clark40607

MATH 101 COURSE DESCRIPTION: This 1 cr. hr. course includes the first third of an Intermediate Algebra course including problems in ratio and proportion, unit conversions, solving linear equations and problems modeled by these, finding equations for lines and graphing them, working with formulas, exponent rules, working with scientific notation, and operations on polynomials.
Prerequisite: Appropriate placement score or a grade of C or better in Math 100 or Math 022. Check with your adviser to make sure you meet the requirements.

MATH 101 COURSE STUDENT LEARNING OUTCOMES:
Upon successful completion of the course, students will be able to:
A. Demonstrate appropriate use of basic function language and notation.
    1. Communicate or present mathematical concepts using correct mathematical notation and terminology.
B. Convert between equivalent forms of algebraic expressions.
    1. Simplify expressions using properties of exponents.
    2. Add, subtract, and multiply polynomials.
    3. Rewrite line equations in different forms (slope-intercept, point-slope, standard)
C. Solve single-variable equations of the types listed above.
    1. Solve for a single variable in a proportion.
    2. Solve for a single variable in a linear equation.
    3. Solve for a specified variable in a formula.
D. Interpret and communicate algebraic solutions graphically and numerically.

1. Determine equations for lines in the three forms – in particular slope-intercept and point-slope.
2. Sketch the graphs of linear functions.
3. Interpret slope in relation to variable coefficients and as a rate of change.
4. Graph linear inequalities in one variable on a number line and write corresponding interval notation.

E. Demonstrate contextual problem-solving skills that include setting up and solving problems, and interpreting solutions in context.
1. Determine linear equations from application problems and solve.
2. Set up a linear proportion from an application problem and solve.
3. Analyze solutions to application problems and give them contextual meaning.

F. Apply appropriate problem-solving methods from among algebraic, graphical, and numerical.
1. Perform unit conversions.
2. Solve linear inequalities in one variable.
3. Simplify expressions written in scientific notation.
4. Simplify multiplication and division problems using scientific notation.
5. Apply solution methods learned to application problems.

Math 102				
Section	**Class Time**	**Meeting Days**	**Meeting Location**	**MML Course Code**
504	4:30 to 5:45 PM	T/Th	SCC 200	clark17793

MATH 102 COURSE DESCRIPTION: This 1 cr. hr. course includes the second third of an Intermediate Algebra course including solving systems of linear equations, factoring polynomials, simplifying radicals, and solving and graphing quadratics.
Prerequisite: A grade of C or better in Math 101.

MATH 102 COURSE STUDENT LEARNING OUTCOMES:
Upon successful completion of the course, students will be able to:
A. Demonstrate appropriate use of basic function language and notation.
1. Communicate or present mathematical concepts using correct mathematical notation and terminology.
B. Convert between equivalent forms of algebraic expressions.
1. Simplify expressions using properties of exponents.
2. Factor some types of polynomials.
3. Simplify radical expressions.
C. Solve single-variable equations of the types listed above.
1. Solve quadratic equations using factoring, quadratic formula, and the square root method.
D. Interpret and communicate algebraic solutions graphically and numerically.
1. Determine when linear equations represent parallel and perpendicular lines.
2. Sketch graphs of quadratic functions.

E. Demonstrate contextual problem-solving skills that include setting up and solving problems, and interpreting solutions in context.
 1. Determine the three types of outcomes from a system of linear equations in the context of what the graphs look like (terminology about consistent/inconsistent or dependent/independent not emphasized)
 2. Determine a system of linear equations from an application problem and solve if possible.
 3. Find quadratic equations from application problems and solve.
 4. Analyze solutions to application problems and give them contextual meaning.
F. Apply appropriate problem-solving methods from among algebraic, graphical, and numerical.
 1. Solve systems of two linear equations graphically and algebraically.
 2. Apply solution methods learned to application problems.

Math 103				
Section	Class Time	Meeting Days	Meeting Location	MML Course Code
504	4:30 to 5:45 PM	T/Th	SCC 200	clark77854

MATH 103 COURSE DESCRIPTION: This 1 cr. hr. course includes the final third of an intermediate algebra course including simplifying radical expressions including the use of rational exponents, solving radical equations, simplifying rational expressions, operations on rational expressions, solving rational equations, development of the concept of functions, solving absolute value equations and inequalities, and an introduction to exponential and logarithmic functions.
Prerequisite: A grade of C or better in Math 102.

MATH 103 COURSE STUDENT LEARNING OUTCOMES:
Upon successful completion of the course, students will be able to:
A. Demonstrate appropriate use of basic function language and notation.
 1. Communicate or present mathematical concepts using correct mathematical notation and terminology.
 2. Correctly use function notation and vocabulary related to functions.
 3. Determine function values for given domain values and determine domain values for given function values.
 4. Determine domains for specific functions.
B. Convert between equivalent forms of algebraic expressions.
 1. Simplify expressions using properties of exponents.
 2. Simplify rational expressions.
 3. Simplify radical expressions.
 4. Rewrite exponential functions in logarithmic form and vice versa.
C. Solve single-variable equations of the types listed above.
 1. Solve equations containing rational expressions.
 2. Solve equations containing radical expressions.
 3. Solve absolute value equations in one variable.

4. Solve exponential and logarithmic equations using equating bases.
D. Interpret and communicate algebraic solutions graphically and numerically.
1. Sketch the graphs of exponential and logarithmic functions (without transformations).
E. Demonstrate contextual problem-solving skills that include setting up and solving problems and interpreting solutions in context.
1. Analyze solutions to application problems and give them contextual meaning.
F. Apply appropriate problem-solving methods from among algebraic, graphical, and numerical.
1. Perform operations with radical expressions.
2. Perform operations with rational expressions.
3. Solve absolute value inequalities in one variable.
4. Apply solution methods learned to application problems.

Completing Math 101 and 102 meets the prerequisites for Math 129 and Statistics 145. Completing all three (Math 101, 102, and 103) meets the prerequisites for Math 121 and some science classes.

MATH 106.501 and MATH 193.501 (16-week companion courses)			
CRNs	**Class Time**	**Meeting Days**	**Meeting Location**
M106: 53678	1:55 to 2:45 PM	Mon./Wed.	Math Center
M193: 53628	1:55 to 2:45 PM	Mon./Wed.	Math Center

MATH 106 and Math 193 Companion Courses: These two courses provide support for students who need additional scheduled time to work with an instructor on the material in this course.

COURSE MATERIALS:
Textbook: "Developmental Mathematics," 2nd edition, by Sullivan, Struve, Mazzarella.
<u>**Required:**</u> Appropriate MyMathLab (MML) access code (do not purchase a generic code, in this case the code is book specific). ***It is recommended that you purchase the lifetime code.*** You may purchase the 18-week access code for a lower price, but you *cannot* upgrade to the lifetime code once you purchase the restricted one. Course IDs are listed above for each course.
<u>**Optional:**</u> You may "upgrade" your access by purchasing a hardcopy of the book directly from Pearson for an additional cost (between $50 and $60 before tax).

There will be paper copies of the book on reserve for use in the library (you will not be able to take home the book from the library). The books on reserve are bound in individual sections of two to four chapters. ***Be sure to request which chapter you need when checking out the book.***
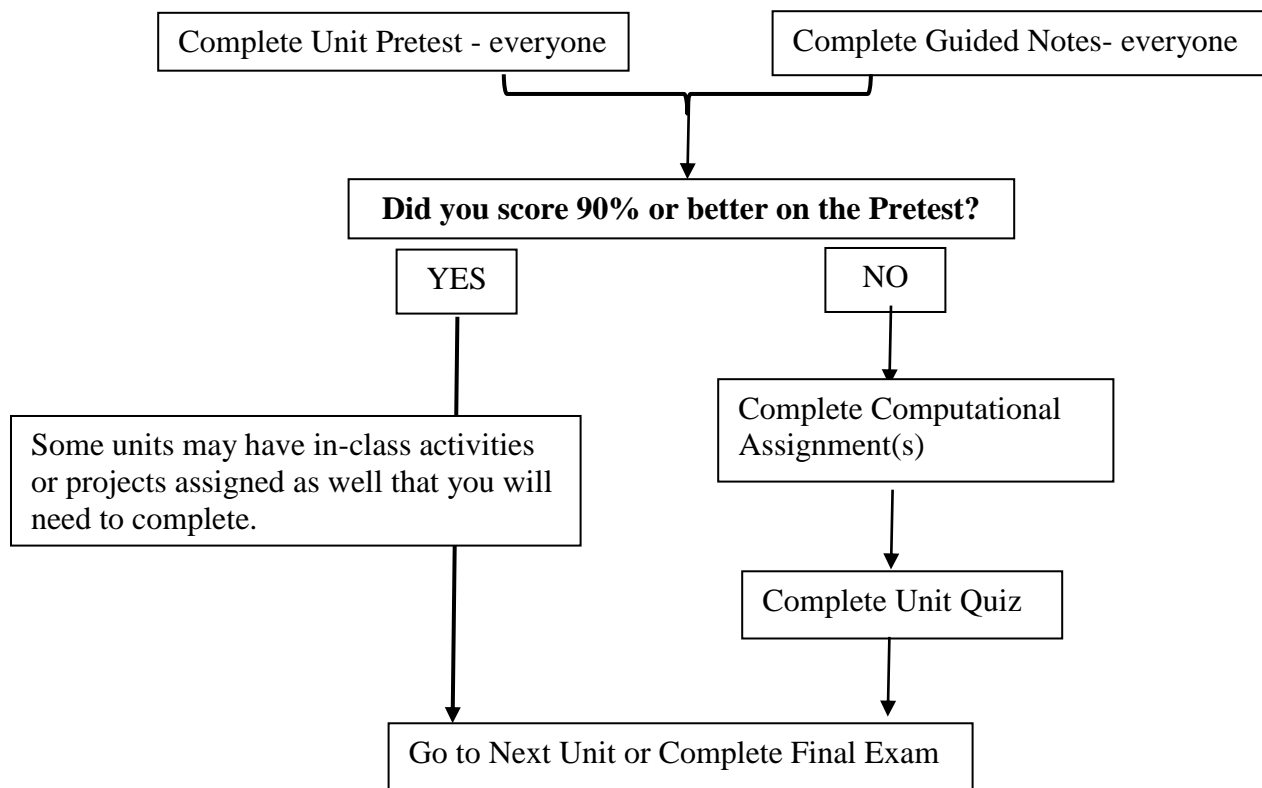
OTHER REQUIREMENTS:
- Reliable access to a computer or tablet and Internet. ***A computer (laptop or desktop) is recommended.*** Preferred browsers are Chrome, Firefox, or Safari. Preferred operating systems are Windows or Apple. Some applications in MyMathLab work best while using Google Chrome.

- Administrative rights to download free software or plug-ins or add-ons on the computer you plan to use for this course. The first time you login to the MyMathLab (MML) homepage, run the Installation Wizard to make sure you have all the appropriate software installed. ***Also, make sure you are allowing popups.***
- Pearson account. If you have used any of the Pearson My Lab products before, you can use the same account you created the first time you used it. Otherwise, you can create an account when you register in MyMathLab (MML) for this class. Register by going to mymathlab.com.
- Access to UNM Learn. will use your UNM NetID to log into UNM Learn. You may access it directly via learn.unm.edu
- Scientific calculator. This cannot be an app on your cell phone or mobile device.
- Adobe Reader (a free download), preferably version 11.0 or better.

TIME FOR THIS COURSE: Plan to spend a *minimum* of 9 to 12 hours per week for this class. There is no guarantee you will pass if you dedicate this amount of time, you still need to learn the material and use your time wisely, but those who pass generally are the ones who spend the time needed to do the work to learn the material. ***Also, a portion of your Participation Grade will be determined by the amount of time you are working on the course materials each week.***

HOW TO COMPLETE YOUR WORK FOR THIS CLASS:
The course topics are split into units, some units will have a Part A and a Part B. Below is how you can progress through the material:

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┌─────────────────────────────┐    ┌─────────────────────────────┐
│ Complete Unit Pretest -      │    │ Complete Guided Notes-       │
│ everyone                     │    │ everyone                     │
└─────────────────────────────┘    └─────────────────────────────┘

        ┌──────────────────────────────────────────────────┐
        │ Did you score 90% or better on the Pretest?      │
        └──────────────────────────────────────────────────┘
              │                                    │
          ┌───────┐                            ┌──────┐
          │ YES   │                            │ NO   │
          └───────┘                            └──────┘
              │                                    │
              │                        ┌─────────────────────────┐
 ┌──────────────────────────┐          │ Complete Computational  │
 │ Some units may have       │         │ Assignment(s)           │
 │ in-class activities or    │         └─────────────────────────┘
 │ projects assigned as well │                    │
 │ that you will need to     │          ┌─────────────────────────┐
 │ complete.                 │          │ Complete Unit Quiz      │
 └──────────────────────────┘          └─────────────────────────┘
              │                                    │
        ┌───────────────────────────────────────────────┐
        │ Go to Next Unit or Complete Final Exam         │
        └───────────────────────────────────────────────┘
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PRETEST: At the beginning of each unit you will complete a pretest in MML. *The pretest is timed (70 minutes) and must be taken in class or you will need to make arrangements if you plan to take it elsewhere.* You are given 2 attempts to demonstrate mastery of those concepts. If you score 90% or better on the Pretest, then, once you complete the Guided Notes for the unit and any possible activities or projects, you can move on to the next unit. If you do not score 90% or better on the Pretest, that just means there are concepts in the unit you do not yet know. Your Quiz score at the end of the unit will replace your Pretest score. There are 5 units in Math 101, 4 units in Math 102, and 4 units in Math 103. Each Pretest/Quiz is worth 10 points each. Your points will be your score as a percent shown in MML times 10.

GUIDED NOTES: These are notes you should print and complete using your text. After the first day of class, these notes will be posted in either UNM Learn or in the Document Sharing folder in MML. Completed notes will be due before you start the Computational Assignment or before you take the Pretest for the next unit. If the notes come in Parts A and B, then Part A is due before you start working on the Part A Computational Assignment. Similarly for Part B. Embedded in the Guided Notes will be the password to open the corresponding Computational Assignment in MML. Your score on each will be out of **10 points.**

BINDER: You should purchase a 3-ring binder in which to keep your completed and graded Guided Notes, Unit Activities, and Project(s). Your guided notes in particular can serve as reference while you are working on the computational assignments and when you are studying for the final exam. Also in your binder, keep the formula sheet you will create to use with your exams as well as other important classwork.

COMPUTATIONAL ASSIGNMENTS: The Computational Assignments are where you practice the concepts you need to learn. Depending on how you did on your Pretest, there may be some problems already checked off as completed in the Computational Assignments. These are the ones you showed mastery of on your Pretest. Linked to many questions are Skill Builder problems. If you are struggling with a particular problem, the program will direct you to simpler, Skill Builder problems to practice, helping pinpoint where you are having difficulty. Be sure to work the Skill Builder problems linked to those you struggle with.

It is a good idea to organize your notes and "scratch" work created while completing the Computational Assignments. You may want to do this in a spiral notebook, or have a place in your binder for these papers.

You will need to score a 90% or better on the Computational Assignment, on both Parts A and B if there are two parts, before the Unit Quiz will open.

QUIZZES: There is a Quiz for each unit. The quizzes are NOT timed, but you should count on only 2 attempts. The quiz for a unit will not open until you have scored 90% or better on the corresponding Computational Assignment(s). You need to score 90% or better on each Quiz in order to move on to the next Unit Pretest or to prepare for the final exam. Your Quiz score will replace your Pretest score for that unit. If you do not score 90% or better on the Quiz, the program will generate a Companion Study Plan that will provide you more practice on the

concepts you missed. You will need to show mastery in the Study Plan (yes, that 90% again) before the second attempt on the Quiz will open. In order to show mastery in the Study Plan, you will need to complete the Quiz Me quizzes for the objectives you are practicing. **Each Pretest/Quiz is worth 10 points each**. Your points will be your score as a percent shown in MML times 10.

Sometimes MML will count a problem incorrect because you do not enter the answer in the form the program wants or for some other reason not immediately apparent. I will check your progress approximately every week and will review your unit pretests and quizzes to see if you can receive some points back. If you completed a Pretest or Quiz and your score is really close to that 90%, tell me and I will look at it sooner rather than later.

DO NOT consider any of the grades posted in MyMathLab as representing your actual grade.

PARTICIPATION AND PROGRESS: Participation includes
- Attendance. Show up to class!
- Activity. We will be doing short group activities from time to time during class meeting times.
- Questions. Bring your questions from the homework. My job is to help you learn the material, I cannot do that unless I know where you are misunderstanding or "not getting it."
- Show Progress. Come to class with Guided Notes done or partially done, come with questions from the Computational Assignments, come with a score of 90% on a Quiz to show you are ready for your next Pretest. I will also generate time and progress reports from your work in MML. *You need to work on this course throughout the week, not just during class time, so you can log your 9 to 12 hours per week.*

You will receive **10 Participation/Progress Points** for every class day you are present, ask questions, and **10 Participation/Progress Points** for each week you show progress. Also, each In-Class Activity is worth **10 Participation/Progress Points**.

Number of Participation Points for your final course grade: Since this is a mastery class and some students need more time to master concepts they have not learned before, the number of possible points you earn in this category can vary. The possible points will *be 10 times the number of class days before you take the final exam plus your percent of progress out of 10 for each week, and 10 times the number of in-class activities we did* (whether you were in class or not). The first week of classes does not count in this total, for either possible or earned points. However, see below about missing class.

Absences: I do not require you to give me any sort of documentation for up to three (3) absences, they will be automatically excused. However, even if you miss class, you are still expected to show progress (see above). Also, be sure to ask about any in-class activity we did on the day(s) you missed. Once you have used up your three absences, you cannot have any more absences excused.

Here are the reasons I *may* drop you from the class:
- If you miss the first week of the semester or the first week after you register for the class.
- If you have 3 or more absences during the first three weeks of the semester.
- If you are not registered in MML and completing assignments by the end of the first week you are in the class.

Do not expect me to drop you. If you decide you cannot fulfill the requirements for this class and want to drop yourself, be sure to process a drop (either online or with a form at the Registrar's office).

PROJECTS: There will be one project for you to complete in each class (Math 101, 102, and 103). It will show up on the schedule in the unit corresponding to the concepts addressed. This project may be completed in groups, if you have permission from me ahead of time*. **If you do not ask for permission to complete the project in a group, and I receive papers from two or more people that are nearly identical, all the parties involved may receive a 0 for the project.**

The purpose of this project is to ensure you understand how to apply the mathematical concepts from that unit, so everyone will approach the stated problem in a slightly different way. Make sure, even if you work in a group, that the project solution you turn in is your best work. The Project grade will be your percent earned out of 100%.

FINAL EXAM: The final is a departmental exam that will test you over all, or nearly all, of the learning objectives for this course. You must take the final in class or in the Testing Center. You are allowed to take the final *only once*. You must score a 70% or better on the Final Exam to earn a passing grade in this class. ***You must also have a 70% course average to earn a passing grade***, but if you have been attending class, completing assignments, and showing progress, this should not be a problem.

COURSE GRADE:
Your Course Grade will be determined by a weighted average of the grades you earn in each category listed below.
- Participation and Progress   20%
- Guided Notes   20%
- Unit Pretests/Quizzes in MML   20%
- Project   10%
- Departmental Final   30%
  (Cumulative for Math 102 and 103)

    TOTAL   **100%**

You must score at least a 70% on the final exam *and* have a course average of 70% to earn a passing grade in each course.

Depending on the grading option you have chosen, your final course letter grade will be determined as shown below.

Letter Grade	Final Exam score AND Course Weighted Average
A	70% or better **AND** 90% or better
B	70% or better **AND** 80% to 89%
C	70% or better **AND** 70% to 79%
CR	70% or better **AND** 70% or better
D+	Less than 70% **AND** 70% or better
D	Any **AND** 60% to 69%
F	Any **AND** Less than 50%
NC	Any **AND** 69% or less

Other than the occasional time I may assign a D+ to a student, I do not generally assign + or – grades. If, however, your course average is extremely close to the break point between letter grades, I may add a + or – to your letter grade. There is a division policy never to assign a C– grade.

Math 101 Possible Points: There are 5 units in Math 101. See the number of possible points in each course grade category below.

- Participation and Progress   varies
- Guided Notes   90 points possible
- Unit Pretests/Quizzes in MML   50 points possible
- Project   100 points possible
- Departmental Final   <u>100 points possible</u>

Math 102 Possible Points: There are 4 units in Math 102. See the number of possible points in each course grade category below.

- Participation and Progress   varies
- Guided Notes   70 points possible
- Unit Pretests/Quizzes in MML   40 points possible
- Project   100 points possible
- Departmental Final (Cumulative – includes concepts from M101)   <u>100 points possible</u>

Math 103 Possible Points: There are 4 units in Math 103. See the number of possible points in each course grade category below.

- Participation and Progress   varies
- Guided Notes   70 points possible
- Unit Pretests/Quizzes in MML   40 points possible
- Project   100 points possible
- Departmental Final (Cumulative – includes concepts from M101/102)   <u>100 points possible</u>

SUPPORT: If you are struggling in this course, do not be afraid to ask for help!
- Ask My Instructor: Please use the Ask My Instructor button in MyMathLab. This button is available in the computational assignments and in the quizzes and sends a message to my email with a link to the question. Do not just send the link, tell me where in the problem you are struggling.

- Office Hours: See my office hours listed at the beginning of this syllabus. Feel free to come by or log in for online office hours, or make an appointment to get help.
- Form study groups: You may work together with other members of our class. However, for your Guided Notes and other work meant to be done individually, if they are too much alike, all parties involved will lose points. ***For example, if I receive Guided Note submissions from two or more people that are identical, all students involved will receive a zero for that assignment.***
- Free Tutoring: The Math Center at Valencia campus has free tutoring and open labs. Call 505-925-8907 for more information. CAPS on main campus also provides tutoring for which I can get documentation. There may also be tutoring available during lunch time in the cafeteria.
- Student Services: There are various services provided in our Student Services Department. See below about equal access. Also, we have a testing center, advising, and career placement available: Valencia Student Services

OTHER IMPORTANT INFORMATION:

ABSOLUTELY NO FOOD is allowed in the computer labs. Drinks are only allowed if they are in sealed containers with tightly fitting lids that will not spill.

Equal Access: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as I am not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Resource Center at 277-3506 for additional information.

If you need an accommodation based on how course requirement interact with the impact of a disability, you should contact me to arrange an appointment as soon as possible. At the appointment we can discuss the course format and requirements, anticipate the need for adjustments and explore potential accommodations. I rely on the Disability Services Office for assistance in developing strategies and verifying accommodation needs. If you have not previously contacted them I encourage you to do so.

If you are a Valencia campus student, contact Equal Access Services at Valencia Campus, Jeanne Lujan at (505)925-8910 or Valencia Student Services. If you are a main campus student you can receive documentation from the main campus Accessibility Resource Center. I will not guarantee accommodation without the appropriate documentation.

Collegial Behavior: Since I assume you are all adults, I will expect from you respectful adult behavior. Engaging in disruptive or unruly behavior could result in your being asked to leave, at which time you will be counted absent and a referral will be sent to the Associate Dean of Student Services. Continuing to behave in this way could result in your being dropped from the course. Disruptive or unruly behavior includes but is not limited to:
- texting or talking on your cell phone at any time during class,

- continually talking with your neighbor when we are not working on a group activity,
- working on homework from another class,
- reading material or watching media on a mobile device not related to this course or at a time that is inappropriate,
- refusing to participate in the class activities.

Academic Integrity
Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy: https://policy.unm.edu/regents-policies/section-4/4-8.html. The policy states:

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, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student 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 is defined as:
"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; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Title IX Statement: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg. 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf).   This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html

Math 101/102/103 Fall 2018

Unit	Topics GN-Guided Notes; CA-Comp. Assignment (MML)	Sections	Assignments	Target Due Dates To Finish All Three	Target Due Dates To Finish M101/102
1	Ratio & Proportion; Percents; Measurement; Unit Conversions	All	Unit 1 Pretest		**Last Day to Add by 5:00 PM 08/31**
		5.1, 5.2	GN Part A, CA Part A		Tues. 8/28 or
		5.4, 6.1, 6.2	GN Part B, CA Part B		Wed. 8/29
		All	Unit 1 Quiz	Sunday, 8/26	
2	Solving Linear Eqs.; Formulas (quick review 6.6, 6.7 formulas only)	All	Unit 2 Pretest	**Last Day to Add by 5:00 PM 08/31**	**Labor Day 09/03**
		8.1, 8.2	GN Part A, CA Part A		**Last Day to Drop w/out grade 09/07**
		8.3, 8.4	**Project-Break Even Analysis**		
			GN Part B, CA Part B		Sunday, 9/9
		All	Unit 2 Quiz	Sunday, 9/2	
3	Solving and Graphing Inequalities	8.8	Unit 3 Pretest	**Labor Day 09/03**	
			Guided Notes, CA	**Last Day to Drop w/out grade 09/07**	Tues. 9/18 or
			Unit 3 Quiz	Sunday, 9/9	Wed. 9/19
4	Equations in 2 variables Slope Forms of Line Eqs.	All	Unit 4 Pretest		
		9.1, 9.2, 9.3	GN Part A, CA Part A		
		9.4, 9.5	GN Part B, CA Part B		Sunday, 9/30
		All	Unit 4 Quiz	Sunday, 9/16	
5	Operations on Polynomials; Exponent Rules and Scientific Notation	All	Unit 5 Pretest		
		11.1, 11.2	GN Part A, CA Part A		
		11.3,11.4,11.6	GN Part B, CA Part B		Sunday, 10/7
		All	Unit 5 Quiz	Sunday, 9/23	
	Review for Math 101 Final Math 101 Final Exam		**Start Math 102 if there is time**	Tues. 9/25	Tues. 10/9
6	Parallel & Perpendicular Lines, Solving Systems of Linear Equations, Apps of Systems	All	Unit 6 Pretest		**Fall Break 10/11 thru 10/14**
		9.6, 10.1, 10.2	GN Part A, CA Part A	**Fall Break 10/11 thru 10/14**	
		10.3, 10.4, 10.5	**Project – Systems of Lin. Eqs.**		
			GN Part B, CA Part B,		Sunday, 10/28
		All	Unit 6 Quiz	Sunday, 10/7	
7	Factoring Polynomials (some 12.7)	All	Unit 7 Pretest		**Last Day to Drop w/out Dean 11/09**
		12.1, 12.2	GN Part A, CA Part A		Mon. 11/12 or
		12.3, 12.5	GN Part B, CA Part B		Tues. 11/13
		All	Unit 7 Quiz	Sunday, 10/14	

Last Update: 8/21/2018

Math 101/102/103 Fall 2018

Unit	Topics GN-Guided Notes; CA-Comp. Assignment (MML)	Sections	Assignments see passwords	Target Due Dates To Finish All Three	Target Due Dates To Finish M101/102
8	Radicals; Solving Quadratics	All 6.4, 15.1 12.6, 16.2 All	Unit 8 Pretest GN Part A, CA Part A GN Part B, CA Part B Unit 8 Quiz	Sunday, 10/21	**Thanksgiving Break 11/22 thru 11/25** Wed. 11/28 or Thurs. 11/29
9	Graphing Quadratics	16.5	Unit 9 Pretest Guided Notes, CA Unit 9 Quiz	Tues. 10/23 or Wed. 10/25	Sunday, 12/2
	Review for Math 102 Final Math 102 Final Exam (is cummulative)		**Start Math 103 if there is time**	Thurs. 10/25	Thur. 12/13
10	Radicals; Rational Exponents: Radical Equations	All 15.2, 15.3, 15.4 15.5, 15.8 All	Unit 10 Pretest GN Part A, CA Part A GN Part B, CA Part B Unit 10 Quiz	Sunday, 11/4	
11	Rational Expressions; Operations on Rationals; Rational Equations	All 13.1, 13.2 13.3, 13.7 All	Unit 11 Pretest GN Part A, CA Part A GN Part B, CA Part B Unit 11 Quiz	**Last Day to Drop w/out Dean 11/09** Sunday, 11/11	Last day to add, Friday, August 31 Labor Day Holiday, Monday, September 3 Last day to drop w/out grade, Friday, September 7
12	Graphs, Relations, Functions	All 14.1, 14.2 14.3, 14.4 All	Unit 12 Pretest GN Part A, CA Part A **Proj-Make Your Own Function** GN Part B, CA Part B, Unit 12 Quiz	Sunday, 11/18	Fall Break, Thursday through Sunday, October 11 to 14 Last day to drop w/out Dean's permission,
13	Absolute Value Equations and Inequalities Intro to Exp/Logs	All 14.7 17.2, 17.3 All	Unit 13 Pretest GN Part A, CA Part A GN Part B, CA Part B Unit 13 Quiz	**Thanksgiving Break 11/22 thru 11/25** **Last Day to Drop with Dean 12/7** Sunday, 12/2	Friday, November 9 Thanksgiving Break, Thursday through Sunday, November 22 - 25 Last day to drop with Dean's permission and form, Friday, December 7
	Review for Math 103 Final Math 103 Final Exam is Cummulative!			Thur. 12/13	