



Math 100: Introduction to Algebra

Fall 2020

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Online Office Hours via Zoom Tues & Thurs 12:00pm – 1:00 pm

MECS Division Chair: Elaine W. Clark ewclark@unm.edu

3 Credit Hours

COURSE DESCRIPTION

Sect.	CRN	Class Time	Days	Location	MML Course Code
504	64253	10:00am –1145am	Tues/Thurs	Online	godfrey45827

OFFICE HOURS VIA ZOOM ARE ON TUES & THURS 12PM – 1PM.

I am here to help you so please do not hesitate to jump in. Below is the zoom meeting information and a link:

- Join Zoom Meeting: <https://unm.zoom.us/j/98452273841>
- Meeting ID: 984 5227 3841
- One tap mobile: +13462487799,,98452273841# US (Houston)

This is a pre-college mathematics course. Topics covered include a short review of arithmetic with real numbers, linear equations, polynomials, factoring, formulas, graphing, and application problems. (4 Credit Hours).

Student Learning Outcomes/Course Objectives

In this course, we will explore linear equations, operations of integers, and rational numbers, polynomials, and factoring.

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

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

Prerequisites and Co-requisites

- Prerequisites/placement: *Minimum Next-Gen ACCUPLACER Arithmetic score of 244 or Math ACT score of 15 or based on high school transcript review (GPA 2.3+).*
- *Co-requisite: MATH 1996: Critical Thinking for Math.*

- While MATH 100 provides credit toward establishing a full-time load for financial aid purposes, this course does NOT satisfy UNM general education core course requirements.

TECHNICAL SKILLS

To participate and succeed in this class, you will need to be able to perform the following basic technical tasks:

- Use UNM Learn (help documentation located in the "How to Use Learn" link on the left course menu, and also at [Online Student Documentation¹](#)). Also, UNM-Valencia provides a Blackboard Learn Jumpstart self-learning module to give you practice with the most commonly used tools in UNM Learn. Ask your instructor if you do not see the UNM-Valencia Blackboard Learn Jumpstart in your list of classes in UNM Learn.
- Use email – including attaching files, opening files, downloading attachments
- Copy and paste within applications including Microsoft Office
- Open a hyperlink (click on a hyperlink to access a website or online resource)
- Use Microsoft Office applications
 - Create, download, update, save and upload MS Word documents
 - Download, annotate, save and upload PDF files
 - Access MS Teams
- Use the in-course web conferencing tool (Collaborate Web Conferencing software in UNM Learn) or use Zoom or other web conferencing tool
- Download and install an application or plugin – required for participating in web conferencing sessions

TECHNICAL REQUIREMENTS

Computer

- A high-speed Internet connection is highly recommended.
- Supported browsers include Chrome, Firefox, or Safari. Preferred operating systems are Windows or Apple.
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM, and Internet connection speed can *greatly* affect performance. ***Be aware, some programs that use mathematics will not work well on mobile devices such as smartphones or tablets.***
- Microsoft Office products are available free for all UNM students (more information on the [UNM IT Software Distribution and Downloads page²](#))
- Please update your contact information in LoboWeb: [MyUNM Login³](#). When you log into MyUNM, Enter LoboWeb. Click on the Personal Information link to make sure your contact information is up to date.
- Laptops may be available for checkout for the Fall semester from the [UNM-Valencia Library⁴](#). Contact the librarians for more information.

¹ <http://online.unm.edu/help/learn/students/>

² <http://it.unm.edu/software/index.html>

³ <http://my.unm.edu/home>

⁴ <http://valencia.unm.edu/library/index.html>

Web Conferencing

Web conferencing will be used in this course for office hours and scheduled individual meetings. For the online sessions, you will need:

- A high-speed internet connection is highly recommended for these sessions. A wireless Internet connection may be used if successfully tested for audio quality before web conferencing.
- You should also dress as you would when attending an in-person meeting, even if you do not turn on your video camera
- (optional but highly recommended) A USB headset with a microphone. Headsets are widely available at stores that sell electronics, at the UNM Bookstore or online.

Technical Support

- For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the “Create a Tech Support Ticket” link in your course.
- For UNM-Valencia IT Support: (505)925-8911
- For UNM Web Conference Technical Help: (505) 277-0857

TEXTBOOK AND SUPPLEMENTAL MATERIALS

Required Textbooks:

“Developmental Mathematics,” 2nd edition, by Sullivan, Struve, Mazzarella.

Required: Appropriate MyMathLab (MML) access code (do not purchase a generic code, in this case, the code is book specific). 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.

Do not purchase a MyMathLab access code that gives you fewer than 24 months of access.

Recommended and/or Optional:

Optional: 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 copies of the book on reserve for use in the library (you will not be able to take the book from the library home).

Specific Course Requirements

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.

COURSEWORK AND PARTICIPATION

Instructor Response Time

I routinely check the course and my emails, Monday (8 am) – Friday (noon), and sometimes on the weekend. You can anticipate a 24 to 48-hour response from me, Monday – Thursday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier.

Procedures for Completing Coursework

- Weekly assignments must be completed not later than the due date for full credit. You must notify your instructor if you wish to work on an assignment that is past due. A 50% penalty may be incurred for late pending on circumstances.
- All written work needs to be submitted online. If you have difficulty using a tool to complete work, notify your instructor immediately and/or use the “Create a Tech Support Ticket” link in the Course Menu.

Expectations for Participation

- 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.
- students are expected to learn how to navigate in Learn
- students are expected to utilize Zoom
- students are expected to keep abreast of course announcements
- students are expected to use their UNM email as opposed to a personal email address and are expected to check their UNM email regularly
- students are expected to keep the instructor informed of class-related problems or problems that may prevent the student from full participation
- students are expected to address technical problems immediately
- students are expected to observe course netiquette at all times

Netiquette

One of the overriding principles in online conversations is to “craft your responses effectively.” It is sometimes difficult to remember that real people are reading posted messages. This is especially true of online communication where others do not have the opportunity to see body language or hear the tone of voice; therefore, misunderstandings are more likely.

Please, follow these guidelines in *all* of your online responses and discussion postings.

- Honor everyone’s right to an opinion.
- Respect the right of each person to disagree with others.
- Respond honestly but thoughtfully and respectfully; use language that others will not consider foul or abusive. You may also use emoticons to convey a lighter tone.
- Respect your privacy and the privacy of others by not revealing information which you deem private and which you feel might embarrass you or others
- Be prepared to clarify statements that might be misunderstood or misinterpreted by others.

A Special Note about Anger

- Do not send messages that you have written when you are angry, even anonymous ones. In the online world, angry messages are known as “flaming” and are considered bad behavior. Venting and flaming are two different things. It is possible to vent without becoming “ugly.” Stick to the facts of what is causing you frustration.
- Do not send messages that are written all in upper case; this is the visual equivalent of SHOUTING. It is considered aggressive and is considered bad behavior. If you ever feel like shouting a message, take a deep breath, and wait until you have calmed down before responding. Then, respond calmly and factually.

How to complete your work for this class:

Below is how you will progress through the material:

Attendance (15% or overall grade)

- You are expected to attend the weekly zoom lectures. You will receive 15 points towards your attendance grade for each week.
- You are expected to participate each week in learning the material for this

Here are the reasons you may be dropped from the class:

- If you miss the first week of the semester – If you do not attend the zoom lectures and/or never log into UNM Learn or communicate with the instructor.
- If you show minimal progress during the first three weeks of the semester. Minimal progress can be defined as
- If you are not registered in MML and completing assignments by the end of the first week.
- If you fall behind deadlines by more than a week.

If you added late, documentation of absences starts the day you registered for the class.

Do not depend on me to drop you if you decide not to take the class. You are responsible for withdrawing if you decide not to complete the course. If you are dropped or withdraw from Math 021 or Math 1996, you will be dropped from the other class.

You will be dropped if you do not complete, sign and turn in the course contract found in the Start Here Module by the due date.

MyMathLab Homework (15% of your overall grade): Online homework is assigned nearly every week based on the course outline. Weekly assignments in MyMathLab must be completed not later than the indicated date in MML.

Written Homework (20% of your overall grade): Each unit will have a separate written homework and must be completed no later than the beginning of class as indicated on the outline. The purpose of the written homework is to determine if you are understanding the concepts correctly. Illegible homework will not be graded.

Projects (20% of your overall course grade): Projects are required! During the semester there will be multiple projects assigned. You can work with each other on these projects, but you must submit YOUR work.

Midterm Exam (10% of the overall course grade): Your midterm exam will occur at about the half-way point in the course. Use this exam as a trial run for your final exam – i.e. prepare for it in the same way you would prepare for your final. The exam is written (pencil-paper) and you can use a stand-alone calculator (see above) on the exam. Even if your final answer to a problem is correct, ***if there is no work or explanation to support your solution you will NOT receive full credit for that question.*** A formula sheet will be provided for each exam. The formula sheet must be submitted with the exam.

Final Exam (20% of your overall course grade): The final is a departmental exam that will test you overall, or nearly all, of the learning objectives for this course. You will be given a formula sheet for the final and you can use a calculator. You are allowed to take the final **only once**.

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

Submitting Assignments

All written work is to be submitted as an attachment through Blackboard Learn. When you submit an assignment via UNM Learn, you will receive an email receipt of your submission from *do-not-reply@learn.unm.edu*. Save this email as confirmation of your submission.

GRADING PROCEDURES:

COURSE AVERAGES:

Attendance/Lecture	15%
MyMathLab Homework	15%
Written Homework	20%
Projects	20%
Midterm Exam	10%
Cumulative Final Exam*	20%
Total	100%

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

Letter Grade	Final Exam score AND Course Weighted Average
RA	70% or better AND 90% or better
RB	70% or better AND 80% to 89%
RC	70% or better AND 70% to 79%
RCR	70% or better AND 70% or better
RNC	Any AND 69% or less

SUPPORT: If you are struggling in this course, do not be afraid to ask for help!

- Office Hours: See my office hours listed at the beginning of this syllabus. Feel free to 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.
- Free Tutoring: The Math Center at Valencia campus has free tutoring available online to help with your course content questions as well as questions about using tools. Send an email to tutor@unm.edu to schedule an appointment or you can call 505-925-8907 for more information
- 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](#)

UNM POLICIES

Equal Opportunity and Non-Discrimination

To meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the [Department of Education](#)⁵ (see pg. 15). 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](#)⁶. [Read more about UNM policy regarding sexual misconduct](#)⁷.

Copyright Issues

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.

[The UNM Copyright Guide](#)⁸ has additional helpful information on this topic.

Accessibility and Accommodations

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring an accommodation, please contact:

- [UNM-Valencia Student Services](#)⁹ if you are a Valencia campus student. The phone number is 505-925-8560
- [UNM Accessibility Resource Center](#)¹⁰ in 2021 Mesa Vista Hall if you are a main campus student. The phone number is 505-277-3506.

Information about your disability is confidential and your instructor cannot refer you for accommodations. Be aware that you will need to provide documentation. If you need assistance in obtaining documentation, the offices above can assist you.

Accessibility Statements

[Blackboard's Accessibility statement](#)¹¹

[Microsoft's Accessibility statement](#)¹²

Include links to accessibility statements for all other technologies included in the course.

Academic Integrity

You should be familiar with UNM's [Policy on Academic Dishonesty](#)¹³ and the [Student Code of Conduct](#)¹⁴ which outlines academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

⁵ <https://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>

⁶ <http://oeo.unm.edu/>

⁷ <https://policy.unm.edu/university-policies/2000/2740.html>

⁸ <https://copyright.unm.edu/>

⁹ <http://valencia.unm.edu/students/student-services.html>

¹⁰ <https://arc.unm.edu/>

¹¹ <https://www.blackboard.com/blackboard-accessibility-commitment>

¹² <https://www.microsoft.com/en-us/accessibility/>

¹³ <https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html>

¹⁴ <https://pathfinder.unm.edu/code-of-conduct.html>

Drop Policy:

Here are the reasons I **may** drop you from the class:

- If you are not registered in MML and completing assignments by the end of the first week you are in the class.
- If you miss completing the start here section in Blackboard Learn by the end of the second week.

You will be dropped if you do not complete, sign and turn in the course contract found in the Start Here Module by the due date.

UNM Policies: This course falls under all UNM policies for the last day to drop courses, etc. Please see or the UNM Course Catalog for information on UNM services and policies. Please see the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenroll dates.

UNM RESOURCES

- [UNM Valencia Campus Tutoring Services¹⁵](#)
- [UNM Main Campus CAPS Tutoring Services¹⁶](#)
- [UNM-Valencia Library¹⁷](#)
- [UNM Libraries¹⁸](#)
- [“Life” Resources available to UNM-Valencia Students¹⁹](#)
- [Student Health & Counseling \(SHAC\) Online Services²⁰](#)

FOR MILITARY-CONNECTED STUDENTS

There are resources on campus designed to help you succeed. You can approach any faculty or staff for help with any issues you may encounter. Many faculty and staff have completed the GREEN ZONE training to learn about the unique challenges facing military-connected students. If you feel that you need help beyond what faculty and/or staff can give you, please reach out to the Veterans Resource Center on the main campus at 505-277-3181, or by email at vrcc@unm.edu. The Veterans Coordinator at UNM-Valencia is in the Student Services Office, at 505-925-8560.

¹⁵ <http://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

¹⁶ <http://caps.unm.edu/services/online-tutoring/olc.php>

¹⁷ <http://valencia.unm.edu/library/index.html>

¹⁸ <https://library.unm.edu/>

¹⁹ <http://valencia.unm.edu/students/student-resources.html>

²⁰ <https://shac.unm.edu/>

SEMESTER DEADLINES

Fall 2020 – 16-week classes (deadlines will be different for first and second 8-week classes)

- Monday, August 17: First day of class, classes available in Blackboard Learn
- Friday, August 28, by 5:00 PM: Last day to add a class or to change credit hours or grade mode in LoboWEB.
- Friday, September 4: Last day to drop without “W” grade and with 100% refund on LoboWEB
- Monday, September 7: LABOR DAY HOLIDAY
- Wednesday, October 7: FALL BREAK
- Tuesday, November 3: Election Day, no classes
- Friday, November 6: Last day to drop *without* Dean’s permission on LoboWEB. Will receive a “W” grade and will be responsible for tuition for the course.
- November 26-29: THANKSGIVING BREAK
- November 30 – December 4: All classes will convert to remote instruction if not already remote
- Friday, December 4: Last day to add sections and/or change credit hours with form, last day to drop *with* Dean’s permission. Will receive a “W” grade and will be responsible for tuition for the course.
- December 7-12: Finals week. All final exams are given remotely.

Course Schedule (subject to change)

Week	Dates	Sections / Topics	Assignments
1	8/17 - 8/21	<i>Unit 1: Sec. 2.1, 2.2</i>	
2	8/24 – 8/28	<i>Unit 1: Sec. 2.3</i> <i>Unit 2: Sec. 2.4, 2.5</i>	Unit 1 MML HW Due 8/27 Written Homework Due: 8/30 Sect. 2.1 #105 Sect. 2.2 #77, 97, 121 Sect. 2.3 #89, 91, 121
	8/28	Last day to add a course (5 pm)	
3	8/31 – 9/4	<i>Unit 2: Sec. 3.1, 3.2</i>	
	9/4 F 9/7 M	Last day to drop a course without a grade (5 pm) Labor Day – no classes	
4	9/7 – 9/11	<i>Unit 3: Sec. 3.3, 3.4</i>	Unit 2 MML HW Due 9/8 Written Homework Due: 9/10 Sect. 2.5 #59, 119, 131 Sect. 3.1 #119, 135 Sect. 3.2 #93, 121, 137, 147 Project #1 Due 9/11
5	9/14 – 9/18	<i>Unit 4: Sec. 3.5, 3.6</i>	Unit 3 MML HW Due 9/16 Written Homework Due: 9/18 Sect. 3.3 #63, 67, 77 Sect. 3.4 #87, 91, 99, 103, 125, 129
6	9/21 – 9/25	<i>Unit 5: Sec. 8.1, 8.2, 8.3</i>	Unit 4 MML HW Due 9/23 Written Homework Due: 9/25 Sect. 3.5 #25, 27, 53 Sect. 3.6 #61, 73, 87, 93

7	9/28 - 10/2	<i>Unit 6: Sec. 8.4, 8.6</i>	Unit 5 MML HW Due 9/30 Written Homework Due: 10/2 Sect. 8.1 #45, 97, 107 Sect. 8.2 #53, 71, 79 Sect. 8.3 #37, 89, 97
8	10/5 - 10/9	<i>Unit 6: Sec. 8.8</i> Review	
	10/7 W	Fall Break Day	
9	10/12 - 10/16	Exam #1	Unit 6 MML HW Due 10/15 Written Homework Due: 10/16 Sect. 8.4 #39, 55, 73, 93 Sect. 8.6 #37, 49, 59 Sect. 8.8 #75, 77
10	10/19 - 10/23	<i>Unit 7: Sec. 11.1, 11.2</i>	
11	10/26 - 10/30	<i>Unit 7: Sec. 11.3</i> <i>Unit 8: Sec. 11.4, 11.6</i>	Unit 7 MML HW Due 10/27 Written Homework Due: 10/29 Sect. 11.1 #65, 87, 105, 121 Sect. 11.2 #51, 61 Sect. 11.3 #69, 79, 93
12	11/2 - 11/6	<i>Unit 9: Sec. 12.1</i>	Unit 8 MML HW Due 11/5 Written Homework Due: 11/6 Sect. 11.4 #77, 93, 105 Sect. 11.6 #89, 93, 101
	11/3 T 11/6 F	Election Day - no classes Last day to drop without Dean's Permission (5 pm)	
13	11/9 - 11/13	<i>Unit 10: Sec. 12.2</i> <i>Unit 11: Sec. 9.1, 9.2</i>	Unit 9 MML HW Due 11/11 Written Homework: 11/13 Sect. 12.1 #55, 77, 89
14	11/16 - 11/20	<i>Unit 12: Sec. 9.3, 9.4</i>	Unit 10 MML HW Due 11/17 Unit 11 MML HW Due 11/19 Written Homework Due: 11/22 Sect. 12.2 #47, 51, 55, 77, 85 Sect. 9.1 #71 Sect. 9.2 #43, 49, 75, 85
15	11/23 - 11/25	<i>Unit 13: Sec. 9.5, 9.6</i>	Unit 12 MML HW Due 11/25 Written Homework Due: 11/29 Sect. 9.3 #21, 63, 65, 75 Sect. 9.4 #51, 93, 95
	11/26 - 11/27	Thanksgiving Break	
16	11/30 - 12/4	Review	Unit 13 MML HW Due 12/4 Written Homework Due: 12/6 Sect. 9.5 #39, 45, 47, 85 Sect. 9.6 #31, 37, 65, 99
	12/4 F	Last day to drop with Dean's permission/change grade mode with form (5 pm)	
17	12/7 - 12/12	Final Exam Week	