



Syllabus-Summer 2020

Title of Course-Section:	MATH 1220-502 (College Algebra)
Name of Department:	Mathematic, Engineering, & Computer Science
Instructor:	Andisheh Dadashi, Assistant Prof. of Mathematics
E-Mail:	andisheh@unm.edu
Class Meeting Days/Times:	No scheduled meeting
Credit Hours :	3 credit hours
Class Location:	No scheduled meeting
Office Location:	
Office Hours:	Wednesdays 10:00 am to 05:00 pm or by appointment

Note: The instructor reserves the right to change the syllabus at any point of time during the semester.

Get to know your instructor:

Andisheh Dadashi earned her bachelor's degrees in Mathematics and Statistics from a ranked university in her native Iran. After finishing her undergraduate degrees, she studied abroad in India where she earned her first Master's degree in Statistics. She later moved to the USA to pursue a Ph.D. in Statistics at the University of New Mexico (UNM) and in 2016, she was offered a faculty position as a visiting Lecturer II at UNM-Gallup after receiving her second Master's degree in Statistics.

Andisheh is a strong advocate of higher education and is following her mother's footsteps who was also a University professor in Iran. Because STEM education is becoming increasingly interdisciplinary, Andisheh sought to complement her background in mathematics and statistics with computer science and is eager to integrate data science into her curriculum. Andisheh is currently working on a Ph.D. in computer science and her research includes astrobiology and biomedical informatics while concurrently teaching mathematics, statistics, and computer programming at UNM-Valencia.

To know **Andisheh** watch this video [Click on this link](#)

**** Email ****

In subject of your email to me, please mention your course name, number, and section number. For example, the subject of your email to me should be: **MATH 1220-502**

You must only contact me with your **UNM e-mail**. Check your **UNM email frequently**. You are responsible for missing any announcement I sent via email or Slack. Failure to identify your message with the class number, and not using your UNM email will result in no response at all.

- 1) Course Agreement
 - 1.a) Where to find the Course Agreement form
 - 1.b) Where to send or submit the filled Course Agreement form
 - 1.c) Print the Course Agreement form
- 2) Learning Objectives and Outcomes
- 4) Sign up for Slack
 - 4.a) Instructors Availability on Slack or Via email
 - 4.b) Messaging & Channels on Slack
- 5) Course Outline - eBook - Package (Pearson)
 - 5.a) Where to purchase Access Code for the Pearson
 - 5.b) How to register for the Pearson (Student Instruction)
 - 5.c) Where do you find your e-book
 - 5.d) Temporary Access for the Pearson
 - 5.e) Pearson Support
- 6) Evaluation/Grading Methods
 - 6.a) Overall Grade and Letter Grade
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- 7) Online Assignments
 - 7.a) Where do you find your online assignment?
 - 7.b) Online assignment - Due dates
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- 16) UNM Valencia Title IX Representative
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- 18) Chapters of Book
- 19) Course Schedule
- 20) Disabilities Policy (ARC)
- 21) The Center for Academic Learning
- 22) UNM-Valencia Registrar's Office
- 23) UNM Deadlines & Academic Calendar
- 24) UNM-Valencia Library

Course Agreement

Please, read this Syllabus thoroughly and fill the course agreement form by end of the first week to receive credit. By signing the course agreement you agree that you have accepted all the rules and regulations in this Syllabus and you will be responsible for missing any material mentioned and required to be successful in this class.

Where to find the Course Agreement form? You can find the course agreement form "[Click Here!](#)"

Where to send or submit the filled Course Agreement form

After printing out the form and filling the form with requested information, please, Scan the filled form and send the scanned file to me on Slack. Information regarding Slack "[Click Here!](#)".

What is College Algebra

The study of equations, functions and graphs, reviewing linear and quadratic functions, and concentrating on polynomial, rational, exponential and logarithmic functions. Emphasizes algebraic problem solving skills and graphical representation of functions.

Learning Objectives and Outcomes

Pre-requisites/Co-requisites: MATH 103 or placement test.

Students will build on their knowledge of polynomial, rational, absolute value, radical, exponential and logarithm functions in the following contexts:

1. Use function notation; perform function arithmetic, including composition; find inverse functions.
2. Identify functions and their transformations given in algebraic, graphical, numerical, and verbal representations, and explain the connections between these representations.
3. Graph and interpret key feature of functions, e.g., intercepts, leading term, end behavior, asymptotes.
4. Solve equations algebraically to answer questions about graphs, and use graphs to estimate solutions to equations.
5. Solve contextual problems by identifying the appropriate type of function given the context and creating a formula based on the information given.
6. Communicate mathematical information using proper notation and verbal explanations.

Sign up for Slack

All the course communication will be placed in Slack.

[Click on this link](#) and watch the video tutorial I created for you.

Slack is where work flows. It's where the people you need, the information you share, and the tools you use come together to get things done. Slack can replace email, text messaging, and instant messaging for your team, and keep all those communication styles together in one app. With both desktop and mobile versions, Slack can help your team collaborate and coordinate their work no matter where they are — in the field office, at home, or out knocking doors.

Join our MATH1220 Slack group by following the invitation link I sent to your UNM email

To sign up only use your **UNM-Email**.

As soon as you click on the link you will be directed to Slack website and you should enter your UNM-email.

On Slack the display name must be your first name – Last name. Also, please write down and send me your UNM-ID Number in a private message (Click on my name and you can send me a private message).

Please, have the app on your phone too so you can receive the notifications on your phone when I post. I may post some extra credit questions on Slack for a short time so if you don't want to miss it please have the notification on.

Instructor's Availability on Slack or Via email

- The best way of contacting me will be on Slack workplace.
- In all cases please, give me 24 hours to 48 hours to reach back to you. (This is the way how professional setting works)
- I will be available on Slack or via email during the day until 6 pm as long as I am not in the classroom teaching.
- I will not be able to respond to any email or any messages on Slack on Saturday and Sunday.
- Even though sometimes it seems I am online on Slack but I may be working on other tasks so please be patient and give me 24 hours to 48 hours to reach back to you.

Messaging & Channels on Slack

When you sign up for Slack, you should be able to find at least one Channel on the left side of your workplace. By clicking the ” + ” sign you should be able to add the rest of channels to your work place.

- These are 7 Public Channels that all the students have access to, so you can share ideas with your classmate, ask for help, or ask for questions
- Please, be very careful not sharing your written work or reports on any Public Channels. Remember your classmates are able to see or download what you are sharing on public channels.
- Please, share your written work and reports with me through a private message by clicking on my name on the left side of the workplace.

Public Channels: Announcements, Written-Work, Exam-Review, Notes, video-links, guided-notes, video-tutorial.

[Video on UNM-Learn \(Slack instruction for our course\)](#)

[Download Slack for Mac](#)

[Download Slack for windows](#)

[Download Slack for ios](#)

[Download Slack for android](#)

Evaluation/Grading Methods

Your final grade in this class is based on the following components:

Online Assignments (Homework, Quizzes, & Practice Test Videos)	30 %
Written Work or Written Assignment	10 %
Course Agreement, Chapter Reports, and Class Participation	10 %
Exam 1 & Exam 2	20 %
Final Exam	30 %

Overall Grade and Letter Grade

Passing grade is 70% or better.

Overall Grades: pluses and minuses may or may not be added to letter grades at the instructor's discretion. Grades of A+ are not rare and will only be awarded for exceptional work.

Grade	From	To		Grade	From	To		Grade	From	To
A+	98	100		B+	88	89.99		C+	78	79.99
A	93	97.99		B	83	87.99		C	70	77.99
A-	90	92.99		B-	80	82.99		D	60	69.99

Where do you find your grade?

In Pearson: On the left side of the main page you will see an option named ”Grade Book”. Your Up to dated grade can be find in your grade book

Book and Package: College Algebra, Concepts Through Functions, (4th Edition), Sullivan and Sullivan, Inclusive Access with MyMathLab, Pearson Package (e-book).

Pearson is the online learning system which accompanies the textbook and includes an e-book. Pearson is required for MATH1220. If you don't use Pearson, your Pearson Assignments scores will be 0s, which is 30 % of your course overall grade.

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.

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).

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.
- 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.
- Adobe Reader (a free download), preferably version 11.0 or better.

Where to purchase Access Code for the Pearson?

You can purchase the Pearson Package at UNM Valencia Bookstore or Online.

Imp: Do not purchase an access code that gives you fewer than 18 weeks access.

Temporary Access for the Pearson

If you are not able to purchase Pearson access code right away, you can have temporary access to our online Pearson course using the temporary access while you're following the instruction above. The temporary access starts on the first day of class and expires after 15 days. When you purchase the access code you can continue your access to the Pearson. In this case, you must continue using the same email address (UNM-Email) that you were using to get the temporary access otherwise you will lose your work on Pearson.

To upgrade your temporary access to full access:

1. Go to www.pearson.com/mylab
2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select Upgrade access for College Algebra Math 1220 (Summer 2020 Online).
5. Enter an access code or buy access with a credit card or PayPal account.

● Need Help? The Pearson technical support team can be reached by phone or by webform via the Student Support Community. Here are their hours and contact information:

[contact support](#)

Phone: 1.855.875.1797

The following link includes more detailed instructions on how to register for your course: [Frequently Asked Questions](#)

Student Instruction :

After you buy the access code from UNMbookstore, you will sign in through the website below using this **dadashi18018**: <http://www.pearsonmylabandmastering.com/northamerica/>

Step by Step registration:

1. Go to www.pearson.com/mylab
2. Under Register, select Student.
3. Confirm you have the information needed, then select OK! Register now.
4. Enter your instructor's course ID: **dadashi18018**, and Continue.
5. Enter your existing Pearson account username and password to Sign In.
 - You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.
 - If you don't have an account, select Create and complete the required fields.
6. Select an access option.
 - Enter the access code that came with your textbook or was purchased separately from the bookstore.
 - Buy access using a credit card or PayPal account.
 - If available, get temporary access by selecting the link near the bottom of the page.
7. From the You're Done! page, select Go to My Courses
8. On the My Courses page, select the course name "College Algebra Math 1220" to start your work.

To sign in later:

1. Go to www.pearson.com/mylab
2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select the course name "College Algebra Math 1220" (Summer 2020) to start your work.

Where is your e-book?

When you log in to your course in Pearson, your e-book is located on the left side of the main page under MyLab Math. Under MyLab Math you can find an option named "etext". This will take you to the online book.

You will have online assignments which is part of your overall grade. Online assignment is a combination of homework and quizzes and Practice Test Videos for each topics.

Warning: Pearson will not work with Ipad, Phone or these sorts of devices. Also on some laptops it may ask for some setting. Also, make sure you are allowing popups. Please, follow the instructions showing in error message or if you cannot figure it out contact tech support Mentioned here "[Pearson Support](#)".

Where do you find your online assignment? You can find your online assignments on Pearson. On the left side of the main page, click on the assignment option.

Your daily homework and quiz are your most important effort in this course. It is imperative that you do all of the assigned problems, especially the hard ones, because this is how you actually learn the material.

Expect 2-3 hours of homework for every hour of class meeting time (on average 6-9 hours per week). You will be using MyMathLab for your online homework assignments. Within MyMathLab, you can access electronic version of the textbook, extra practice problems, author video lectures, guided lecture notes to accompany the video lectures. Homework will be assigned in Pearson and will be graded automatically. Points and the number of assignments will vary.

For homework, you have infinite trials and it is not timed.

For quizzes, you have two trials, but the quiz is not timed.

Due Dates: For assignments, you will have an initial due date and a final due date. You can find the due dates on the main page of Pearson as mentioned "[here](#)".

When you exceed the initial due date you will receive a 2% penalty for each day of delay before the final due date. You should be done with your assignments before the final due dates otherwise you will receive a zero. After the final due dates, no assignment is accepted!

This method keeps us up to date with our assignments and not letting ourselves get behind. Please, don't ask for an extension because it won't be fair to other students who are always on time.

How to be successful taking your online Assignments:

There are many study plans and videos under "Tools for Success" and "Skills for Success" and "Algebra review" in Pearson. You should go through all these options to find which one is the most helpful for you.

Written Work or Written Assignment

You will have paper and pencil written work throughout the semester to help you learn to write and communicate mathematics.

You may also be assigned other written work such as in-class or take-home worksheets.

There will be approximately 3 written work through out the semester prior to your Exams and final exam. Each Written work is consist of almost 40 questions. To receive credit for the questions you must show your work.

You must begin working on your written work three weeks before the due date to be able to finish the entire work. You can ask your classmate to work on each Written Assignment in a group but your explanation must be different. Therefore you must explain the outcome based on your understanding and not copying others' responses. Any plagiarism count as cheating according to the "[Academic dishonesty](#)" section.

Where do you find the Written Assignment?

I will upload a pdf version of each Written Assignment on Slack in Written-Work channel. You will download it on a PC or laptop as a pdf and print it out.

Where do you submit the Written Work?

When you finish your written work and have responded to or filled all the required parts, you will scan your written work and save it as a pdf on your PC or Laptop. You will send the saved pdf to me through Slack in a private message. (Don't share your written work in public channels)

Written Work Due dates:

Due dates are due to the change but we try to stay on top of our schedule. Remember please, all the due times are at 8 am! Have a look at the "[Course Schedule](#)"

Due dates are very important. After the due date, no written work is accepted to be fair to all the students who work very hard.

Chapter Reports

After watching videos of each chapter please write down a paragraph of what you have learned from the topics in the chapter.

Therefore for each chapter you should submit a paragraph to receive a participation point.

Where to submit Chapter Reports: Send your paragraph in a message to me on Slack.

Due date: The due date will be announced in announcement page on Slack.

In-Class or On-line Exams

More information will be posted on Slack announcement channel.

There are two types of In-Class or On-line exams throughout this course: Exam 1, Exam 2, and Final. You will have an In-Class Final but your two exams during the semester can be On-line. For the On-Line exams: You can begin your On-line exams at 12:05 am on the exam day and your due time will be 11:55 pm on the same day. You have only one attempt which means if you start your exam you must finish your exam otherwise you will receive zero. You have 90 minutes to answer all the questions in one session. You will receive the grade when you complete the Exam but you cannot review your result until after the due date. You can find the due dates here in "[Course Schedule](#)". No notes or calculators will be allowed on the final. You have to show all your work and use proper mathematical notation to receive full credit. A correct answer without work will receive 0 points. If you must miss an exam, you must contact your instructor a couple of days before the day of the exam in order to discuss a make-up test. Make-up tests will be given solely at your instructor's discretion and only in cases of well documented excused absences. If you miss an exam and do not contact your instructor immediately, you may be dropped from the course. No early exams will be permitted except in documented emergencies: flight reservations, weddings, vacations, birthdays, non-NCAA sporting events etc. are not considered emergencies. More detail about your Exams and Final will be discussed in the class during the semester.

Calculator

Scientific calculator may be necessary. No calculators will be allowed on any of the exams (including the final).

Teaching Materials

Where can you find the materials for this class?

- You can find my lectures note/ Pdf in the Notes Channel on Slack.
- There are some PowerPoint and image and clicker slides on the home page of Pearson provided by publisher you may find useful. You can find them all in the resource section on the homepage.
- UNM Mathematics and Statistics department has provided the past exams for you which is similar to the exams we have in this course. [Click Here!](#)
- There are Math videos provided by publisher for each chapter. These videos will help you to enhance your learning.
- Study Plans are the best resource to practice the chapter content. It shows you the weakness or strength in a certain section of a chapter. It will give you more questions from the section that you need to work on more. Study Plans are accessible on Pearson's homepage.
- There are many study plans and videos under "Tools for Success" and "Skills for Success" and "Algebra review" in Pearson. You should go through all these options to find which one is the most helpful for you.

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. "Office Hours" 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 on Slack.
- 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. "LRC"
- Student Services: There are various services provided in our Student Services Department. Read about "ARC" equal access Services. Also, we have a testing center, advising, and career placement available: Valencia Student Services

Academic Dishonesty

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: [Click Here!](#)

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.

Cheating students will be prosecuted according to University guidelines. Students should get acquainted with their rights and responsibilities as explained in the Student Code of Conduct [Click Here!](#)

StudentBehavior & CollegialBehavior

According to the Code of Conduct as stated in the Policies and Regulations for UNM, student activities that interfere with the rights of others to pursue their education or to conduct their University duties and responsibilities will lead to disciplinary action.

This includes any activities that are disruptive to the class and any acts of academic dishonesty. Students are expected to behave in a courteous and respectful manner toward the instructor and their fellow students. Students may be dropped from a class for inappropriate behavior. For more information: [Click Here!](#)

Since we assume you are all adults, we 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 or Laptop 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.

UNM Valencia Title IX Representative

Title IX (9) 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: [Click Here!](#)

Your Responsibility

EXPECTATIONS: Students are expected to conduct themselves in a polite, courteous, professional and collegial manner. Cell phones must be set on silent and be out of sight during class. No food or drink is allowed in the computer labs.

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.

You are responsible for all material covered in this Syllabus and in class, in assigned readings, and on homework assignments. Not all material on tests will necessarily be covered in class but will be in the assignments. The use of cell phones, headphones, etc. is not permitted in class or exams.

Disabilities Policy: (ARC)

Contact Equal Access Services at 925-8560 to schedule an appointment. [Click Here!](#)

The Center for Academic Learning

The Learning Center is open Monday – Friday with evening hours Monday – Thursday To schedule an appointment or for additional information call (505)-925-8907 [Click Here!](#)

UNM Valencia Registrar's Office

Contact Registration Office by calling 925-8580 [Click Here!](#)

UNM Deadlines & Academic Calendar

UNM Deadlines:[Click Here!](#)*And....* **Academic Calendar:**[Click Here!](#)

Library

We have a library at UNM-Valencia. You should already know where the library is.

Chapters of Book

These are the topics that we are going to learn in this semester.

Chapter F: F.1 (Distance/Midpoint) & F.2 (Intercepts) & F.3 (Lines) & F.4 (Circles)

Chapter 1: 1.1 (Functions) & 1.2 (Graph of a Function) & 1.3 (Properties of Functions) & 1.4 (Library of Functions/Piecewise Defined Functions) & 1.5 (Transformations)

Chapter 2: 2.1 (Linear Functions) & 2.3 (Quadratic Functions) & 2.4 (Properties of Quadratic Functions) & 2.5 (Quadratic Inequalities) & 2.6 (Quadratic Models) & 2.8 (Absolute Value)

Chapter 3: 3.1 (Polynomial Functions) & 3.4 (Rational Functions) & 3.5 (Graph of a Rational Function) & 3.6 (Polynomial and Rational Inequalities)

Chapter 4: 4.1 (Composite Functions) & 4.2 (Inverse Functions) & 4.3 (Exponential Functions) & 4.4 (Log Functions) & 4.5 (Properties of Logs) & 4.5 (Log and Exponential Equations) & 4.7 (Financial Models) & 4.8 (Exponential Growth and Decay)

Math 1220 Schedule

Summer 2020 Day of	Math 1220 Schedule Material Covered	(subject to change if necessary) Notes
June 01	F.1-F.3 (Distance/Midpoint/Intercepts/(Lines))	
June 03	F.4 (Circles)	
June 05	1.1 Functions	
June 07	1.2 (Graph of F^n)& 1.3 (Properties F^n)	
June 09	1.4 (Library of F^n) 1.4 (Piecewise)	
June 11	1.5 (Transformations)	
June 15	Exam 1 & Written Assignment 1	Written Assignment and Exam on June, 15th (Ch F & 1)
June 16	2.1 (Linear) & 2.3 (Quadratic Zeroes)	
June 18	2.4 (Properties of Quadratic)	
June 20	2.5 (Quadratic Inequalities)	
June 22	2.6 (Quadratic Models) & 2.8 (Abs Value)	
June 24	3.1 (Polynomials)	
June 26	3.4 (Rational)	
June 28	3.5 (Graph of a Rational Function)	
July 02	Exam 2 & Written Assignment 2	Written Assignment and Exam on July 02nd (Ch 2 & 3)
July 03	3.6 (Rational Inequalities)	
July 05	4.1 (Composition)	
July 07	4.2 (Inverses)	
July 09	4.3 (Exponential)	
July 11	4.4 (Log Functions)	
July 13	4.5 (Properties of Log)	
July 15	4.6 (Log & Exponential Equations)	
July 17	4.7 (Financial Modesl)	
July 19	4.8 (Exponential Growth and Decay)	
July 24	Final Exam & Written Assignment 3	Written Assignment and Cumulative Final on July 24th



Print this agreement so you can answer the questions while you read through the syllabus. Once you have it completed, sign and date it at the bottom, then send it to me in Slack before the due date in order to receive your credit.

1. What is your Course name, course number and the section number?
2. How did you purchase the required Package's Access Code, at the bookstore or online?
3. Do you know that you must only use your UNM-email for the SLACK and package enrollment?
4. Are you aware of the temporary access on the Package for the online assignments?
5. What percent of your overall grade is your assignments?
6. I understand that if I don't submit a due tasks before the due date I will receive zero for that task. --- (initial)
7. I understand that if I cause distraction for my instructor and the other students during the class I will be dropped from the class. --- (initial)
8. I understand that I must keep my laptop or cellphone silent and out of sight during the lecture otherwise I will be dropped from the class. --- (initial)
9. I understand that the schedule in this syllabus is subjected to change. --- (initial)
10. I understand that I need to find the due dates for all the activities and finish all the tasks on time and before the due date otherwise I receive zero. --- (initial)
11. I understand that I must use the UNM email for any app or package registration. --- (initial)
12. I understand that I must check my emails frequently and I am responsible for any announcements through Slack or my email. --- (initial)
13. I understand that I need to set aside 6 to 9 hours or so per week for this course. --- (initial)
14. I understand that I need to start reviewing as soon as instructor begins teaching the topics so I can ask my questions during the class or during the office hours --- (initial)
15. I understand where and how I can get help when I need it. --- (initial)
16. I understand that by signing this agreement I am responsible for all the material covered in the Syllabus. --- (initial)
17. I understand that I have to sign and submit this agreement by the requested time to receive credit. --- (initial)

Name: --- UNMID: ---
Date: --- Signature: ---