Math 100: Introduction to Algebra

Summer 2021

Instructor: Michelle Godfrey
Email: shosho@unm.edu
Online Office Hours via Zoom Mon - Thurs 12:00pm – 12:30pm
MECS Division Chair: Elaine W. Clark ewclark@unm.edu

4 Credit Hours

COURSE DESCRIPTION

Sect.	CRN	Class Time	Days	Location	MML Course Code
502	18585	9:00am–10:50am	Mon/Tue Wed/Thur	Zoom Online	godfrey65645

Math 100 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).*

ZOOM ROOM INFORMATION: MON - THURS 11:10AM – 12PM.

- Join Zoom Meeting: https://unm.zoom.us/j/93482539003
- Meeting ID: 934 8253 9003
- One tap mobile: +1 346 248 7799 US (Houston)
-

Student Learning Outcomes/Course Objectives

This course will explore linear equations, operations of integers, 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.
- Add, subtract, multiply, and divide polynomials.
- Factor lower-order polynomials.

Prerequisites and Co-requisites

- Prerequisites/placement: M*inimum 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 at Online Student Documentation[1]). 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
- 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 *significantly* affect performance. ***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 page[2])
- Please update your contact information in Loboweb: MyUNM Login[3]. 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 Library[4]. Contact the librarians for more information.

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 USB headset with a microphone. Headsets are widely available at stores that sell electronics, at the UNM Bookstore or online.

---

[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

- 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

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. There will be an etext included with your MyMathLab access purchase.

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 2 months of access.

Recommended and 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 30% 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. It 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 that 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 written in the upper case; this is the visual equivalent of SHOUTING. It is considered aggressive and is regarded as 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/Lecture: (15% or overall grade)

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

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.

Tasks: (20% of overall grade) This course requires the completion of several tasks throughout the semester. You can work with each other on these projects, but you must submit YOUR work. The projects are worth 20% of your overall course grade.

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.**

NOTES TO STUDENTS ABOUT PARTICIPATION IN A COURSE USING UNM LEARN:

Tracking Course Activity

UNM Learn automatically records all students' activities, including your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, web conferencing, discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty

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%
Tasks (9)	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

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 Americans 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 reasonable accommodations for their disabilities. If you have a disability requiring 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.

[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/

Academic Integrity, Plagiarism, and Not Doing Your Own Work
UNM has specific policies concerning academic dishonesty: https://policy.unm.edu/regents-policies/section-4/4-8.html

> Section 4.8: Academic Dishonesty :: University Policy | The University of New Mexico
>
> Adopted Date: 09-12-1996 Amended: 06-12-2012. Applicability. This policy applies to all students at the University with regard to academic activities and professional activities related to academic work.
>
> policy.unm.edu

.

What Constitutes Cheating*:* Cheating is any behavior that short circuits *your* learning. This can range from mindlessly mimicking what you see in the readings or examples, to simply copying someone else's solution, to paying someone to complete the assignment or course for you. The use of any program or app like Chegg, Wolfram Alpha, PhotoMath and others on your computer or phone to copy down solutions for homework, quiz, or exam questions constitutes plagiarism and cheating. If you ask for help from someone other than the instructor or a tutor and then just copy down what they tell you, that is also cheating. In all of your assignments you should demonstrate what you understand. If you do not understand, ask for help from your instructor!

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 financial disenroll dates.

UNM RESOURCES

- **UNM Valencia Campus Tutoring Services**[13]

[13] http://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html

- **UNM Main Campus CAPS Tutoring Services**[14]
- **UNM-Valencia Library**[15]
- **UNM Libraries**[16]
- **"Life" Resources available to UNM-Valencia Students**[17]
- **Student Health & Counseling (SHAC) Online Services**[18]

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 vrc@unm.edu. The Veterans Coordinator at UNM-Valencia is in the Student Services Office, at 505-925-8560.

SEMESTER DEADLINES

Summer 2021 – 8-week classes

- Monday, June 7: First day of class, classes available in Blackboard Learn
- Friday, June 11, by 5:00 pm: Last day to add a class or change credit hours or grade mode in LoboWEB.
- Friday, June 18: Last day to drop without "W" grade and with 100% refund on LoboWEB
- Friday, Julyl 16: Last day to drop *without* Dean's permission on LoboWEB. Will receive a "W" grade and will be responsible for tuition for the course.
- Friday, July 30: Last day to add sections 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.

[14] http://caps.unm.edu/services/online-tutoring/olc.php
[15] http://valencia.unm.edu/library/index.html
[16] https://library.unm.edu/
[17] http://valencia.unm.edu/students/student-resources.html
[18] https://shac.unm.edu/

Course Schedule (Subject to change)

Week	Dates	Sections / Topics	Assignments Due
1	6/7 - 6/13	Review #1 Unit 1, Sec. 2.6, 2.7 Unit 2: Sec. 8.1, 8.2	MML Unit 1 & 2 homework Written Unit 1 & 2 homework **Introduction Task**
2	6/14 - 6/20	Review 2 & 3 Unit 3: Sec. 3.7, Sec. 4.5 Unit 4: Sec. 8.3, 2.8	**Task #1** MML Unit 3 & 4 homework Written Unit 3 & 4 homework
3	6/21 - 6/27	Review #4, Unit 5: Sec. 5.4, 5.5, 5.6 Unit 6: Sec. 6.1, 6.2	**Task #2** **Task #3** MML Unit 5 & 6 homework Written Unit 5 & 6 homework
4	6/28 - 7/4	Review for midterm MIdterm Unit 7: Sec. 6.3, 6.4	**Task #4** **Task #5**
		Midterm will be Tuesday 6/29	
5	7/5 - 7/11	Unit 8: Sec. 6.5, 6.6, 6.7 Unit 9: Sec. 9.1, 9.2	**Task #6** MML Unit 7, 8, & 9 homework Written Unit 7, 8, & 9 homework
6	7/12 - 7/18	Unit 10: Sec. 9.3, 9.4, 9.5 Unit 11: Sec. 11.1, 11.2	**Task #7** MML Unit 10 & 11 homework Written Unit 10 & 11 homework
7	7/19 - 7/25	Unit 12: Sec. 11.3, 11.4 Unit 13: Sec. 12.1, 12.2	**Task #8** MML Unit 12 & 13 homework Written Unit 12 & 13 homework
8	7/26 - 7/31	**Catch up** **Review**	**Task #9**
	7/30	**Final Scheduled for Friday 7/30 at 10AM**	