

Math 099 501: Pre - Algebra
Spring 2016

Instructor: Alice Lawson
Office Hours: M W 12:30 PM – 1:15 PM
Phone: 925-8600 (Academic office)
Prerequisite: Minimum pre-algebra COMPASS score of 24, or math ACT score of 14.

Office: Adjunct Faculty Offices
email: alawson@unm.edu preferred

Class Time & Location: Mondays & Wednesdays, 10:30am-12:10pm, room C -108

Class Designators: CRN – 32813, section – 501

MML Course Code: lawson20845

COURSE DESCRIPTION: A pre-college mathematics course. Emphasis is placed on basic operations, fractions, decimals, percentages, ratios, and introductory algebra and includes skills laboratory.

COURSE STUDENT LEARNING OUTCOMES:

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

1. Demonstrate an understanding of the meaning of, and add, subtract, multiply and divide fractions.
2. Demonstrate an understanding of the meaning of, and add, subtract, multiply, and divide decimals.
3. Demonstrate an understanding of the meaning of, and add, subtract, multiply, and divide integers.
4. Convert between decimal, fraction and percent notation.
5. Use ratios and proportions to solve problems.
6. Solve basic percent problems.
7. Demonstrate an understanding of and correctly use the order of operations.
8. Demonstrate an understanding of the concept of a variable.
9. Compute perimeter, area, and volume of geometric figures.
10. Convert basic units of measure.
11. Simplify simple algebraic expressions.

COURSE MATERIALS:

Textbook: *Prealgebra* by Tom Carson fourth edition, **Math 099 Workbook** available at UNM Valencia bookstore

My Math Lab (MML) Student Access Code: The code is available for purchase in the bookstore or online at <http://www.mymathlab.com/> **You must register for MML by the beginning of the 2nd week of classes or risk being dropped from the course.**

- 3-ring Binder (1 ½ inch or larger) and loose leaf paper or spiral notebook – (bring to class for grading as instructed)
- Calculator (Graphing Calculators are NOT ALLOWED)
- Pencils or pens, Colored highlighters (at your discretion)
- Index cards (at your discretion)
- My Math Lab access information and headphones

GRADING SCALE:

<u>Grade</u>	<u>Course Components</u>
RA 90 - 99+%	Attendance, Notes and Participation 30%
RB 80 - 89%	Homework, Quizzes and Tests 40%
RCR Credit 70	Written Final Exam* 30%
RNC No Credit < 70%	

***You must receive at least a 70% on the written final to pass the course. This is not negotiable.**

IMPORTANT DATES with respect to this class:

Spring Break: March 14. – 18., 2016

Last day to drop a course without a grade: Friday, February 5

Final Exam: Monday, May 9

10:30 – 12:30

Attendance & Participation: 30% of your grade

The student must be on-time and remain for the entire class session, have the necessary course materials on hand and participate in the lecture and/or group activities to receive full credit for attendance each day. If a student misses 2 classes in the first two weeks, or 3 consecutive class periods, or 4 total, the student may be dropped from the class. Each absence (including lab) will result in a 5% reduction in the Attendance & Participation grade. Viewing or using a cell phone during class, viewing ANY internet content during class (unless directed by the instructor), or if you are disruptive to the learning environment, you may be counted absent. Each unexcused absence will reduce the attendance grade. If absent, the student must see the instructor in person, contact her by email or leave a phone message within 24 hours to change an unexcused absence to an excused absence. This change is at the discretion of the instructor, and will only be granted if the student has an unavoidable and legitimate reason for missing the class, and makes up the class time with a tutor. Independent verification may be required. Lab attendance is also mandatory, each week at the appointed time and place. Missing part or all of a scheduled lab counts as a class absence. The student bears full responsibility for the material and procedural information covered in class.

Homework, Quizzes and Tests: 40% of your grade

Homework will be assigned each week. Weekly assignments must be completed not-later-than 7am, Monday of the next week. You will be able to go back to improve your grade after the due date. You must earn at least 80% on each homework assignment to pass the class.

Quizzes will be assigned periodically, and written in-class tests will be also given. Failure to complete a quiz on time, or missing an in-class test, without pre-arrangement with instructor, will result in a failing grade. Any combination of absences and failing grades may result in the student being dropped from the class.

Written Final Exam: 30% of your grade.

The final exam will be an in-class, closed book, closed note, written exam covering all of the course objectives. A scientific calculator, which is not a graphing calculator and one 3x5 card will be allowed. No cell phones or Internet devices will be permitted to be out during the exam. ***The final must be passed with a minimum score of 70% in order to pass Math 099.*** Final review and practice problems will be made available (with answers) before the final

SUPPORT SERVICES: The Valencia Campus Library provides a quiet atmosphere for study and is an excellent resource for supplementary materials. Audiotapes and videotapes are available for student use through the library. Highway to Success and the Learning Center (925-8907).

EXPECTATIONS: Students are expected to conduct themselves in a polite, courteous, professional and collegial manner. Cell phones must be turned off during class session. An arrangement with instructor must be made at the beginning of the class if important phone call is expected during class time.

DISABILITY STATEMENT: If you have a documented disability, please provide me with a copy of your letter from Equal Access Services as soon as possible to ensure that accommodations are provided in a timely manner. The Equal Access Office can be reached at 925-8910.

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.

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants (TA), and Graduate Assistants (GA) 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/university-policies/2000/2740.html>