

MATH 099: Introduction to Algebra – Spring 2016

Instructor: Cheryl Black

Email: cblack02@unm.edu

Phone: 505-264-0766 (cell) 11:30am - 10:00pm Tues. – Sat. only

Office: Academic Building, room 103, cubicle 12, phone: 925-8600,

Office Hours: T/Th 12:30 - 1:00 pm (room A103), also 12:00-12:30pm, Tuesday (room C-108). Additional office hours: by appointment

Class Time & Location: Tuesdays & Thursdays, 10:30am-12:10 pm, Room C-108:

Class Designators: CRN – 38588, section – 502

MML Course Code:

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

Prerequisites/placement: Minimum pre-algebra COMPASS score of 24, or math ACT score of 14.

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:

- **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) with 5 tab dividers – (bring to class for grading as instructed)
- Loose leaf paper or spiral notebooks
- Pencils and erasers or pens
- Calculator (Graphing Calculators are NOT ALLOWED)
- Colored highlighters (at your discretion)
- Index cards (at your discretion)
- Math 099 Workbook (available in bookstore)

GRADING SCALE:

<u>Grade</u>	<u>Course Components</u>	
RA 90 – 99+%	Attendance & Participation	15%
RB 80 - 89%	3-Ring-Binder (notebook)	20%
RCR Credit 70	Homework	20%
RNC No Credit < 70%	Quizzes & Tests	15%
	Written Final Exam*	30%

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

SYLLABUS: MATH 099 – Introduction to Algebra – Spring 2016, cont'd

IMPORTANT DATES:

Last date to drop with refund: Friday, January 29, 2016

Spring Break: Monday thru Friday, March 14-18

Last date to drop without approval of Director of Student Affairs: Friday, April 8, 2016

Final Exam: TBD

COURSE COMPONENTS:

Attendance & Participation: 15% 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 &/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.

Binder (notebook): 20% of your grade

- References – Section 1. This section will store Calendar Pages or Planner. A calendar will be used to track the schedule of Math 099 class meetings, assignments and course progress as well as, the students own attendance and other scheduled obligations. The student is also expected to maintain an attendance log, time track of My Lab hours and a list of grades for all assignments in this section on the provided forms. Other reference materials will be given during the semester, these should also be included in this section.
- Math 099 Notes – Section 2. This section will store class notes, practice problems and tests from Math 099 in chronological order. All pages must be labeled with the date, unit, chapter, topic and lesson as described in class. The student must take meaningful notes during the instruction portions of the class. Students without notes will be told to revisit the lesson before assistance will be provided. Tests and practice problems must be worked in a neat, orderly manner in the notebook in the appropriate section of the binder. In addition, all other Math 099 papers (and related work) will be kept in an orderly fashion in a second section of the binder. Binders will be checked and graded regularly (monthly).
- Review – Section 3. Will include definitions and symbology of terms introduced during lecture by instructor or in My Math Lab, formulas, summary of key concepts, etc.
- Tests/Quizzes – Section 4. Will include returned tests and quizzes for future review and test preparation.
- Other Sections – At your discretion, other sections may be included in your notebook as long as they are related to helping you succeed in Math 099 (e.g. practice tests/worksheets, in-class exams, etc.).

Homework: 20% of your grade

An assignment from the Math 099 Workbook will be made each class period. These assignments will be due (turned in) the following class period. Late assignments will not be accepted. Additionally, homework will be assigned in My Math Lab (MML) each Thursday, these assignments must be completed not-later-than 10am, Monday of the next week. You will be able to go back to improve your grade on the MML assignments after the due date. You must earn at least 80% on each MML homework assignment to pass the class.

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Quizzes & Tests: 15% of your grade.

Quizzes will be assigned periodically, and written in-class tests will be given once a month. Failure to complete a quiz on time, or if the student misses an in-class test, without pre-arrangement with instructor, will not be allowed a “make-up quiz/test”. However, you may earn extra credit by working “Study Plan” problems in MML, to offset any missing or poor quiz/test grades.

Written Final Exam: 30% of your grade.

Final Exam 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, 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: Highway to Success tutors are available Monday through Thursday from 8 to 5, and Fridays from 8 to 2 in The Learning Center. The online tutor, Ryan Baltunis, can be reached at 925-8553 or found in LRC 118.

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. Cell phones must be turned off during exams. ABSOLUTELY NO FOOD OR DRINK is allowed in the labs.

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>

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 925-8510.

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.