MATH 011/012: Pre-Algebra Parts I and II, Fall 2017 (ALEKS)

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OFFICE HOURS: Mon and Wed--9:00 am-10:00 am; Tues and Thurs—12:00 pm-1:00 pm in the Learning Commons
ALEKS Customer Support: email: http://support.aleks.com Phone: (714) 619-7090
Hours: Sun. 4:00 PM to 1:00 AM (Mon.); Mon – Thurs. 7:00 AM to 1:00 AM (following day); Friday 7:00 AM to 9:00 PM

MATH 011.501				
CRN	**Class Time**	**Meeting Days**	**Meeting Location**	**ALEKS Course & Financial Aid Access Codes**
53613	10:30 am –12:10 pm	Mon/Wed	VCTC-108	

MATH 011 COURSE DESCRIPTION: This TWO-CREDIT course includes the first half of a pre-algebra course, including whole numbers, fractions, decimals, ratios and proportions, and percent and includes a skills laboratory. This course is the pre-requisite to Math 012. Students must complete M 011 with a grade of C or better before registering for M012

MATH 011 COURSE STUDENT LEARNING OUTCOMES:
Upon successful completion of the course, students will be able to:

- Demonstrate an understanding of the meaning of, and add, subtract, multiply and divide whole numbers.
- Demonstrate an understanding of the meaning of, and add, subtract, multiply, and divide fractions.
- Demonstrate an understanding of the meaning of, and add, subtract, multiply, and divide decimals.
- Convert between decimal, fraction and percent notation.
- Use ratios and proportions to solve problems.
- Solve basic percent problems.
- Demonstrate an understanding of and correctly use the order of operations.

MATH 012.501				
CRN	**Class Time**	**Meeting Days**	**Meeting Location**	**ALEKS Course & Financial Aid Access Codes**
53618	10:30 am –12:10 pm	Mon/Wed	VCTC-108	

MATH 012 COURSE DESCRIPTION: This TWO CREDIT course includes the second half of a pre-algebra course and covers measurement and geometry, real numbers, introduction to algebra and basic equation solving, and applications. Prerequisite: complete Math 011 with a grade of C or better.

MATH 012 COURSE STUDENT LEARNING OUTCOMES:
Upon successful completion of the course, students will be able to:

- Compute perimeter, area, and volume of geometric figures
- Convert basic units of measure
- Find the absolute value of a number
- Take the square root of a perfect square number

- Correctly use positive and negative numbers
- Correctly use the order of operations with integers
- Demonstrate an understanding of the concept of a variable
- Simplify simple algebraic expressions
- Solve basic linear equations
- Use the above skills to solve applications problems.

While Math 011/012 provide credit hours toward establishing a full-time load for financial aid purposes, and allows you to complete the prerequisites for subsequent Mathematics courses, these courses do not satisfy UNM core degree requirements.

COURSE MATERIALS:

- ALEKS Student Access Code: This code is available for purchase in the bookstore or online at http://www.aleks.com/ Purchase a minimum of 18 weeks. This code will provide you access to all of the online materials for the course that will be required for the course. You must register for ALEKS by the end of the 1st week of classes, or within three days of registering for the class if you register late, or you will be dropped from the course. You will need high-speed Internet access, the use of a web browser, and the ability to upload free software in order for the ALEKS program to run properly.
- 3-Ring binder (1 inch), 5 divider tabs, notebook paper, pencil, 3X5 note cards. Refer to binder organization chart for requirements and details (see end of syllabus).

ATTENDANCE POLICY:

You are expected to

- attend class every regularly scheduled class time
- be on time to each class and to stay the entire class.

If you miss 2 consecutive classes you ***may*** be dropped from the class. If you know ahead of time that you will be absent or tardy, please inform your instructor by email or phone. You bear full responsibility for the material and procedural information covered in class.

WORK FOR THE COURSE:

Work in ALEKS: This course is computer-based mastery, therefore you are required to make sufficient progress each week or risk being dropped from the course. Your grade includes

- completing the required number of topics OR
- spending a minimum of 10 hours per week in the ALEKS program and/or working with an approved tutor (documented).

This means you will need to spend time on your math outside of class. Please seek help from tutors and instructors as needed. You may earn up to **10 Homework Points** each week for progress and time worked in ALEKS, based on how you did compared to your weekly goal.

Binder: You are required to have your binder in class every day. There will be random binder checks – these points apply toward your **Participation grade.**

Procedure for Documenting ALEKS Work in your binder:

- Take notes while working in ALEKS. Each separate day of notes needs to be labeled with the date and the pie piece/topic being covered.
- Work practice problems in an orderly manner.
- Copy the question on which you are working, and demonstrate your method of solution.
- Once you have a record of your work, input your answer in ALEKS.

ALEKS Notes and Practice Work can either be done on loose leaf paper and kept behind Tab 2 of Binder, OR be done in a separate notebook (spiral or pad) and filed behind Tab 2 in Binder.

The same procedure is followed for any ALEKS Knowledge Checks. (Date the assessment, number each question, copy and solve the question, then enter answer into the computer.) Work related to ALEKS Knowledge Checks (Initial and others) need to be filed behind Tab 4 of your binder.

Projects: In this section, students will be earning certificates through completion of projects in the Math Center (at least one will be required). Projects count up to **20 Homework Points each**.

Written quizzes:
Written quizzes will be given throughout the term. You are ***required*** to demonstrate mastery on these quizzes as well as your work in ALEKS. If you score less than 90% on a quiz, you will:

- conduct an error analysis of the problems you missed and make corrections to those problems.
- Your error analysis and corrections need to be made on a separate sheet of paper. The correction paper is vertically divided in half. Put the number of the problem you missed and then rework the problem on the LEFT side of the paper, and write an explanation of what was done incorrectly on the RIGHT side for that particular problem.
- Once you have completed your error analysis and corrections, you will retake the quiz.

Quizzes are worth up to **100 Points each**.

A 12 X 12 multiplication chart and a 3"x 5" note card will be allowed for all quizzes and tests. The note card for the final exam should only contain formulas. A scientific calculator will be allowed for only a portion of these assessments.

DOCUMENATION OF TUTORING HELP:
If you work with a tutor, you will need to provide documentation with a Tutor Slip completed by the Tutor. You can print a Tutor Slip from our course in Blackboard Learn.
Tutoring time will be included in your homework grade.

COMPLETION OF THIS COURSE:
In order to complete this course, you will need to:

- complete 100% of the ALEKS pie and receive a completion certificate from Aleks.
- demonstrate mastery on all of the written quizzes for this course.
- complete other assignments required by your instructor (for example, projects)
- complete a take home mock final, and then check your answers with the answer key (provided after you have completed the problems on the mock final).
- score a 70% or better on the final exam.

WEIGHTED COURSE AVERAGE:

Attendance and Participation (includes binder checks)	10%
Homework (Topics or Time in ALEKS or documented tutoring, projects)	25%
Quizzes (average of quiz scores)	25%
Cumulative Final Exam: must be taken by 12:30 PM Wednesday, December 13, 2017	40%

GRADING SCALE: Grades for this course will be assigned as follows:

Course Average	Course Letter Grade	
90-100%	RA	Students will be allowed ***one take*** on the final exam and must score a 70% or better on the final to receive a passing grade for this course.
80-89%	RB	
70-79%	RC or CR	+ or – grades are assigned at the discretion of the instructor
<70%	RNC	

IMPORTANT DATES (all deadlines are by 5:00 PM Mountain Time):

Last day to add or change grading mode on LOBOWeb:	Friday, September 1, 2017
Last date to drop without a grade:	Friday, September 8, 2017
Labor Day Holiday:	Monday, September 4, 2017
Fall Break:	October 12-13, 2017
Last date to drop without Dean's Permission:	Friday, November 10, 2017
Thanksgiving:	November 23-26
Last date to change grading mode with form	Friday, December 8, 2017
Last date to drop with Dean's permission	Friday, December 8, 2017

SUPPORT SERVICES: Math Center tutors are available in the Learning Commons M-Th from 8 to 5, and Fridays 8 to 1 (925-8907). There are also open computer labs on campus for students' use. The Valencia Campus Library provides a quiet atmosphere for study and is an excellent resource for supplementary materials.

CONDUCT 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.
- ABSOLUTELY NO FOOD is allowed in the computer labs. Drinks are only allowed if they are in sealed containers with tightly fitting lids that will not spill.
- During a quiz or exam, cell phones must be turned ***off*** and be out of sight. No personal electronic devices are allowed. A calculator is allowed if appropriate (some quizzes or portions of the final exam will have a restriction on calculator use). If you leave for any reason during a quiz or exam, your paper will be collected and you will not be allowed to continue working on that exam or quiz.

TITLE IX: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants 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/universitypolicies/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.

Binder Requirements
Math 011/012
Fall 2017

You need to have a 3-Ring binder (1 inch) with 5 divider tabs
Tab Headings:

- Tab1: **Syllabus/Reference**
    - Course syllabus
    - Binder requirements (this page)
    - Treasure Hunt
    - References for class information
- Tab 2: **POD/Notes**
    - Notes taken in class/tutoring
    - POD
    - Formula sheet
    - Definitions
- Tab 3: **ALEKS Work**
    - ALEKS work dated and labeled (see instructions in syllabus)
- Tab 4: **Resources**
    - Certificates earned
    - Tutoring Slips
- Tab 5: **Assessments**
    - Knowledge Checks work dated and labeled (see instructions in syllabus)
    - Quizzes
    - Quiz Error Analysis and Corrections as needed