

## MATH 099: Pre-Algebra - Fall 2017 (Lecture Class)

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**Instructor:** Dr. Ariel Ramirez

**email:** aramirez8@unm.edu

**Office:** LRC 172

**Phone:** 925-8912

**OFFICE HOURS:** Monday/Wednesday 10am – 11:15am; Tuesday/Thursday 1pm – 2:15pm in the Math Center

Section	Class Time	Meeting Days	Meeting Location	MML Course Code
501	10:30am – 12:10pm	Tue/Thu	<b>B-117</b>	

**COURSE DESCRIPTION:** This is a pre-college mathematics course. Emphasis is placed on basic operations for whole numbers, fractions, decimals, integers, percents, 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 whole numbers, fractions, and decimals.
2. Convert between decimal, fraction and percent notation.
3. Use ratios and proportions to solve problems.
4. Solve basic percent problems.
5. Demonstrate an understanding of, and correctly use, the order of operations.
6. Compute perimeter, area, and volume of geometric figures.
7. Convert basic units of measure.
8. Find the absolute value of a number.
9. Take the square root of a perfect square number.
10. Demonstrate an understanding of the meaning of, and add, subtract, multiply and divide integers.
11. Demonstrate an understanding of the concept of a variable.
12. Simplify simple algebraic expressions.
13. Solve basic linear equations.
14. Use the above skills to solve simple applications problems

### COURSE MATERIALS:

- **MyMathLab (MML) Student Access Code:** This code is available for purchase in the UNM-VC Bookstore or online at <http://www.mymathlab.com/>  
**You must purchase the student access code for MyMathLab by the beginning of the 3rd week of classes or risk being dropped from the course. (You can use a temporary access code for 21 days given to you by MML, but will then have to purchase a code.)**
- **PreAlgebra (M099) Workbook (Second Edition August, 2015):** This is available for purchase in the bookstore.
- **3-Ring binder (1-1/2 inch), 5 divider tabs, spiral, notebook paper, pencil, eraser, 3X5 note cards, scientific calculator (NOT a graphing calculator) . Refer to Binder organization chart for requirements**

- **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.

#### **ATTENDANCE/NOTES/PARTICIPATION:**

- You are expected to be on time to each class and stay the entire class, 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 you miss 2 classes in the first two weeks, 3 consecutive class periods or 4 total class periods you WILL be dropped from the class.
- Attendance is taken at the **beginning** of class. You will be marked absent if: (1) you are absent, (2) you are tardy and/or leave early twice, and/or (3) you are disruptive to the learning environment.
- If absent or tardy, the student must email the instructor. The student bears full responsibility for the material and procedural information covered in class.

#### **HOMEWORK:**

- Homework is assigned weekly on Thursdays. Weekly assignments in MML must be completed not later than beginning of class of the next week for full credit. A 10% penalty will be incurred if your homework is late. You will be able to go back to improve your grade after the due date. **You must earn at least 80% on total homework assignment to pass the class.**

#### **MATH CENTER WEEKLY WORKSHEETS:**

- Worksheets done weekly in the Math Center, located in the Learning Commons, will be due no later than the following Thursday. These worksheets will help you practice and reinforce what has been covered in class.
- Worksheets will be available in the Math Center from opening Monday morning until closing Friday, and must be completed, checked and signed by a tutor, and turned in at the Math Center.

#### **TESTS:**

- Four tests including one mid-term will be assigned during the term. Students are expected to clearly show their work. All of the tests will be a paper/pencil test where students are expected to show all work to get full credit. A 3" X 5" note card (both sides) will be allowed to be used on tests.

You can make corrections to tests to improve your grade only if the practice test is **completed and turned in** when the test is taken. To earn back up to half the points missed, corrections need to be made on a separate sheet of paper. The correction paper is vertically divided in half: The problem must be reworked on the LEFT side of the paper, and the RIGHT side must contain your verbal explanation of what was done incorrectly on the quiz for that problem.

**SUPPORT SERVICES: The Learning Commons tutors are available Monday through Thursday from 8 to 6, and Fridays from 8 to 1.** There are also open computer labs on campus for student

use. The Valencia Campus Library provides a quiet atmosphere for study and is an excellent resource for supplementary materials.

**I will also be available in the Math Center for help.**

**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/universypolicies/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.

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

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 23-24, 2017
Last date to change grading mode with form	Friday, December 8, 2017
Last date to drop with Dean's permission	Friday, December 8, 2017
Final Exam (10:30am – 12:30pm)	Thursday, December 14 <sup>th</sup> , 2017

**COURSE AVERAGES:**

Attendance/Notes/Class Participation	25%
Homework	15%
Math Center Weekly Worksheets	10%
Tests	20%
Cumulative Final Exam*	<u>30%</u>
<b>Total</b>	<b>100%</b>

\*Students must receive a minimum of 70% on the final exam to pass the course.

**GRADING SCALE:** While you will receive credit toward establishing a full-time load for financial aid purposes for Math 099, this course is NOT accepted to satisfy UNM core degree requirements. Students in this course will receive the following grades:

RA 90 - 100%  
RB 80 - 89%  
RC 72 - 79%  
RCR 72 - 100%  
RNC < 72%

**3-Ring binder (1 1/2 inch) 5 divider tabs**

Tab Headings:

1. Syllabus/Reference
  - Syllabus
2. POD/Notes
  - Problem of the Day / Class Notes
3. Study Material
  - Terms and Definitions / Formulas
4. Resources
  - Weekly Worksheets / Tutoring Slips
5. Assessments
  - Practice Tests
  - Tests and quizzes
  - Test Analysis (If any)