

**Math 120: Intermediate Algebra**  
**Section 504      Fall 2018**

**Instructor:** Cindi Goodman

**Office:** Adjunct Faculty Office (Academics Bldg)

**Phone:** 925-8600 (Academic office)

**email:** [cyndia@unm.edu](mailto:cyndia@unm.edu) or send a message in Learn. I will check email Monday mornings through Thursday afternoons and *usually* on Sunday afternoons. Expect a response within 24 hours to email messages sent Sunday afternoon through Thursday. If you send me a message on Friday or Saturday, expect a message no later than the following Monday, unless it is a university holiday.

**Office Hours:**

- In my office (Face to Face and Online):  
Monday and Wednesday 8:00 to 8:45 AM
- Math Center:  
Monday and Wednesday 12:00 to 1:00 PM and 3:00 to 5:00 PM

Other hours by appointment.

<b>Math 120.504</b>	<b>CRN</b>	<b>MML Course Code</b>
online	57118	goodman56207

**Prerequisite:** Appropriate placement score or a grade of C or better in Math 100 or Math 022. Check with your adviser to make sure you meet the requirements.

**Course Description:** This 3 cr. hr. course includes problems in ratio and proportion, unit conversions, solving linear equations and problems modeled by these, finding equations for lines and graphing them, working with formulas, exponent rules, working with scientific notation, and operations on polynomials. Solving systems of linear equations, factoring polynomials, simplifying radicals, and solving and graphing quadratics. Simplifying radical expressions including the use of rational exponents, solving radical equations, simplifying rational expressions, operations on rational expressions, solving rational equations, development of the concept of functions, solving absolute value equations and inequalities, and an introduction to exponential and logarithmic functions.

**Textbook:** “Developmental Mathematics,” 2nd edition, by Sullivan, Struve, Mazzarella.

**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. Course ID are listed below.

**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 home the book from the library). The books on reserve are bound in individual sections of two to four chapters.

***Be sure to request which chapter you need when checking out the book.***

### **Other Requirements:**

- Reliable access to a computer or tablet and Internet. A computer (laptop or desktop) is recommended. Preferred browsers are Chrome, Firefox, or Safari. Preferred operating systems are Windows or Apple. Some applications in MyMathLab work best while using Google Chrome.
- Administrative rights to download free software or plug-ins or add-ons on the computer you plan to use for this course. The first time you login to the MyMathLab (MML) homepage run the Installation Wizard to make sure you have all the appropriate software installed. *Also, make sure you are allowing popups.*
- 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](http://mymathlab.com).
- Access to UNM Learn. will use your UNM NetID to log into UNM Learn. You may access it directly via [learn.unm.edu](http://learn.unm.edu)
- Scientific calculator. This cannot be an app on your cell phone or mobile device.
- Adobe Reader (a free download), preferably version 11.0 or better.

**Time for This Course:** 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.

### **How to complete your work for this class:**

The course topics are split into units, some units will have a Part A and a Part B. Below is how you will progress through the material:

**Guided Notes:** These are notes you should print and complete using your text. After the first day of class, these notes will be posted in UNM Learn or your instructor may upload them in the Document Sharing folder in MML. Completed notes will be due before you start the Computational Assignment. If the notes come in Parts A and B, then Part A is due before you start working on Part B. Embedded in the Guided Notes will be the password to open the corresponding Computational Assignment in MML. Your score on each will be out of **10 points**.

**Computational Assignment:** The Computational Assignments are where you practice the concepts you need to learn. You will complete the Guided Notes and the Computational assignment for each unit before taking the unit quiz. For those you need to complete, linked to many questions are Skill Builder problems. If you are struggling with a particular problem, the program will direct you to simpler problems to practice, helping pinpoint where you are having difficulty. Be sure to work the Skill Builder problems linked to those you struggle with.

You will need to score a 75% or better on the Computational Assignment, or on both Parts A and B if there are two parts, before the Unit Quiz will open.

**Quizzes:** There is a Quiz for each unit. The quizzes are NOT timed, but you should count on only 2 attempts. The quiz for a unit will not open until you have scored 75% or better on the corresponding Computational Assignment(s). You should attempt to score at least 75% or better on each Quiz before you move on to the next Unit or prepare for the final exam. If you do not score 75% or better on the Quiz, the program will generate a Companion Study Plan that will provide you more practice on the concepts you missed. You should work in the Study Plan before the second attempt on the Quiz. Each Quiz is worth 10 points. Your points will be your score as a percent shown in MML times 10.

Sometimes MML will count a problem incorrect because you do not enter the answer in the form the program wants or for some other reason not immediately apparent. I will check your progress approximately every week and will review your unit pretests and quizzes to see if you can receive some points back. If you completed a Quiz and believe your score should be higher tell me and I will look at it sooner rather than later.

***DO NOT consider any of the grades posted in MyMathLab as representing your actual grade.***

**Participation and Progress:** Participation includes

- Attendance. Log-in to Blackboard Learn **at least** once a week!
- Questions. Contact me through the discussion board or office hours with questions from the homework. My job is to help you learn the material, I cannot do that unless I know where you are misunderstanding or “not getting it.”
- Show Progress. Turn in Guided Notes done and complete other assignments in a timely manner, ask questions from the Computational Assignments, earn a score of 90% on a Quiz to show you are ready for your next Unit. I will also generate time and progress reports from your work in MML. ***You need to work on this course throughout the week, so you can log your 9 to 12 hours per week.***

**Absences:** Since this is an online class, logging into Learn and MyMathLab is a requirement to complete your assignments. This is an online class, but that does not mean self-paced. Each Unit, Project, the Guided Notes and the Computational Assignments all have due dates. These can be found on the schedule posted in Learn as well as in MyMathLab and in each Unit Module.

**Netiquette:** This is a guide for how to communicate socially online--proper behavior. Your participation in this course is expected to be academic and constructive. It is important to recognize that each of us may have a different point of view. It is acceptable to debate a topic using facts and citations to support your stance or viewpoint; however, you should conduct your debate in a professional tone. I've attached the following link for review of UNM's Discussion and Blog Netiquette policy:  
<http://online.unm.edu/help/learn/students/pdf/discussion-netiquette.pdf>

There are some discussion board sections available for you to ask math questions, form study groups, or just vent and chat with each other. I will be checking the discussion board at least once a day to answer questions or help whenever I can. **Make sure you use proper Netiquette** as described in the policy I have posted a link to.

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.**

**Project:** There will be 3 projects for you to complete in this class. Each will show up on the schedule in the unit corresponding to the concepts addressed. These projects may be completed in groups, if you have permission from me ahead of time. *If you do not ask for permission to complete the project in a group, and I receive papers from two or more people that are nearly identical, all the parties involved may receive a 0 for the project.* The purpose of this project is to ensure you understand how to apply the mathematical concepts from that unit, so everyone will approach the stated problem in a slightly different way. Make sure, even if you work in a group, that the project solution you turn in is your best work. The Project grade will be your percent earned out of 100.

**Activities:** There will be a total of 18 activities available for you to complete. The activities are optional but may be used to improve participation and progress grades or guided notes grades. They can also be used to earn another attempt on a quiz or project to improve the grade. If you want to use the activities to help improve your score they must be completed and turned in by the due date and you must contact me as to how the points will be applied. **No activities will be accepted late**, but you can discuss with me how you want to use the points at any time.

**Final Exam:** The final is a departmental exam that will test you over all, 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 can NOT use your phone for a calculator. You are allowed to take the final *only once*. You must score a 70% or better on the Final Exam to earn a passing grade in this class. You must also have a 70% course average to earn a passing grade, but if you have been attending class and showing progress, this should not be a problem.

**Exams:** You must take the two exams and the final at a scheduled time with your instructor or in the Testing Center. If you are not able to do come to UNM Valencia or meet with me at UNM Main campus at a scheduled time, then you must contact me as soon as possible to arrange a proctored exam where you will be able to take it. **This needs to be done at least 3 weeks before each exam.**

### **Course Grade:**

**Math 120 Possible Points:** There are 13 units in Math 120. See the number of possible points in each course grade category below.

- |                                   |                            |
|-----------------------------------|----------------------------|
| • Participation and Progress      | 130 points possible        |
| • Guided Notes                    | 240 points possible        |
| • Unit Quizzes in MML             | 130 points possible        |
| • Project                         | 300 points possible        |
| • Departmental Final (Cumulative) | <u>100 points possible</u> |

- Your Course Grade will be determined by a weighted average of the grades you earn in each category listed below.
- Participation and Progress 20%
- Guided Notes 20%
- Unit Quizzes in MML 20%
- Projects 10%
- Departmental Final (Cumulative) 30%

**You must score at least a 70% on the final exam *and* have a course average of 70% to earn a passing grade in each course.**

Depending on the grading option you have chosen, your final course letter grade will be determined as shown below.

Letter Grade	Final Exam score AND Course Weighted Average
A	70% or better AND 90% or better
B	70% or better AND 80% to 89%
C	70% or better AND 70% to 79%
CR	70% or better AND 70% or better
D+	Less than 70% AND 70% or better
D	Any AND 60% to 69%
D-	Any AND 50% up to 59.9%
F	Any AND Less than 50%
NC	Any AND 69% or less

### **Other Important Information:**

**Support:** If you are struggling in this course, do not be afraid to ask for help!

- Ask My Instructor: Please use the Ask My Instructor button in MyMathLab. This button is available in the computational assignments and in the quizzes and sends a message to my email with a link to the question. Do not just send the link, tell me where in the problem you are struggling.
- Office Hours: See my office hours listed at the beginning of this syllabus. Feel free to come by or log in for online office hours or make an appointment to get help.
- Form study groups: You may work together with other members of our class. However, for your Guided Notes and other work meant to be done individually, if they are too much alike, all parties involved will lose points. For example, if I receive Guided Note submissions from two or more people that are identical, all students involved will receive a zero for that assignment.
- Free Tutoring: The Math Center at Valencia campus has free tutoring and open labs. Call 505-925-8907 for more information. CAPS on main campus also provides tutoring for which I can get documentation.
- Student Services: There are various services provided in our Student Services Department. See below about equal access. Also, we have a testing center, advising, and career placement available: [Valencia Student Services](#)

**Equal Access:** 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 your accommodations are provided in a timely manner. It is up to you to obtain documentation of a disability. If you are a Valencia campus student, contact Equal Access Services at Valencia Campus, Jeanne Lujan at (505)925-8910 or [Valencia Student Services](#). If you are a main campus student you can receive documentation from the main campus Accessibility Resource Center. I will not guarantee accommodation without the appropriate documentation.

**Collegial Behavior:** Engaging in disruptive or unruly behavior could result in your being asked to leave, at which time you will be counted absent and a referral will be sent to the Associate Dean of Student Services. Continuing to behave in this way could result in your being dropped from the course. Disruptive or unruly behavior includes but is not limited to:

- texting or talking on your cell phone at any time during class,
- continually talking with your neighbor when we are not working on a group activity,
- working on homework from another class,
- reading material or watching media on a mobile device or computer that is not related to this course or at a time that is inappropriate,
- refusing to participate in the class activities.

### **Plagiarism and Not Doing Your Own Work**

It's a bad idea to plagiarize or to have other people do your work for you. Refer to the UNM Student Handbook (The Pathfinder) for UNM's policy on [Academic Dishonesty](#).

**Title IX Statement:** In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). 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 ([oeo.unm.edu](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

### **Important Semester Dates:** (by 5 PM on date listed)

Last Day to Add	Friday, August 31
Labor Day	Monday, September 3
Last Day to Drop w/out a grade	Friday, September 7
Last Day to take Exam 1	Friday, September 28
Fall Break	Thursday and Friday, October 11 and 12
Last Day to take Exam 2	Wednesday, October 31
Last Day to Drop w/out Dean's Permission	Friday, November 9
Thanksgiving Break	Thursday and Friday, November 22 and 23
Last Day to Drop with Dean's Permission	Friday, December 7
Last Day to take the Final	Thursday, December 13