

MATH 021/022: Introductory Algebra Parts I and II **Fall 2019 (Mastery Class)**

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Office Hours: In the Math Center/LRC Mon. 1:30-2:30
My Office: A123 Tues./Thurs. 1-3 and Wed. 10:15-11:15
Or by appointment.

MATH 021

Sect.	CRN	Class Time	Days	Location	MML Course Code
504	62367	9:30 AM – 11:10 PM	Tues./Thurs.	C-108	Engler94306

MATH 021 COURSE DESCRIPTION: This two-credit-hour course includes the first half of a beginning algebra course including a review of basic arithmetic, real numbers, linear equations and inequalities, and an introduction to application problems.

- Prerequisites/placement: Minimum Next Gen ACCUPLACER Arithmetic score of 244 or Math ACT score of 14.
- Co-requisite: MATH 1996: Critical Thinking for Math Part I.
- While MATH 021 provides credit toward establishing a full-time load for financial aid purposes, this course does NOT satisfy UNM general education core course requirements.

MATH 021 COURSE STUDENT LEARNING OUTCOMES:

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

- Add, subtract, multiply, and divide whole numbers, fractions, and decimals.
- Calculate simple percentages
- Find area, perimeter, circumference, volumes of various geometric figures.
- Add, subtract, multiply, and divide positive and negative numbers, including integers, fractions, and decimals.
- Use the correct order of operations.
- Correctly simplify a numerical expression.
- Solve linear equations and application problems involving linear equations in one variable.
- Solve application problems involving geometry.
- Solve simple linear inequalities.

MATH 022

Sect.	CRN	Class Time	Days	Location	MML Course Code
504	62370	9:30 AM – 11:10 PM	Tues./Thurs.	C-108	Engler49622

MATH 022 COURSE DESCRIPTION: This two-credit-hour course includes the second half of a beginning algebra course including a review of basic arithmetic, real numbers, linear equations and inequalities, and an introduction to application problems.

- Prerequisites/placement: Complete MATH 021 with an RC/RCR or better
- Co-requisite: MATH 1996: Critical Thinking for Math Part II.
- While MATH 022 provides credit toward establishing a full-time load for financial aid purposes, this course does NOT satisfy UNM general education core course requirements.

MATH 022 COURSE STUDENT LEARNING OUTCOMES:

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

- Graph simple linear equations.
- Calculate the slope of a line between two points.
- Find the rate of change.
- Find the equation of a line from pairs of points or a point and a slope.
- Correctly use the properties of integer exponents while multiplying and dividing common bases.
- Correctly use zero exponents.
- Correctly use negative integer exponents.
- Add, subtract, multiply, and divide polynomials.
- Understand common factors.
- Factor simple polynomials.

Completing both Math 021 and 022 meets the same learning objectives as Math 100 and meets the prerequisite for Math 1215.

MATH 1996 Corequisite Course: This required corequisite course (parts I and II) provides support for students who need to review prerequisite mathematics skills as well as hone skills to improve their success in college.

BOTH COURSES: MATH 021/022

COURSE MATERIALS:

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

- Required: Appropriate MyMathLab (MML) access code (do not purchase a generic code, in this case the code is book specific).

Do not purchase an access code that gives you fewer than 24 months access.

- 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 the book from the library home). *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.
- Access to UNM Learn. will use your UNM NetID to log into UNM Learn. You may access it directly via learn.unm.edu
- Standard or 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.

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 computer labs.*** If you would like to have water with you, be sure it is in a closed container that will not spill.

Time for This Course: For this course plan to spend a *minimum* of 9 to 12 hours per week ***in addition to class time.*** 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. ***Also, a portion of your Participation Grade will be determined by the amount of time you are working on the course materials each week.***

Binder: You should purchase a 3-ring binder in which to keep your completed and graded papers including

- Guided Notes (can serve as reference while you are working on the computational assignments and unit quizzes)
- Notes taken while working the Computation Assignments
- Written and graded Quizzes or printed online Quizzes (use these to study for the final exam)

COURSE GRADE:

Your Course Grade in ***each*** class, Math 021 and 022, will be determined by a weighted average of the grades you earn in each category listed below.

- Participation and Progress 10%
- Guided Notes 20%

• Computational Assignment	20%
• Unit Quizzes	20%
• Departmental Final* (<i>Cumulative for Math 022</i>)	<u>30%</u>
TOTAL	100%

***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.**

Your graded Quizzes will serve as your review for the final exam.

GRADING SCALE:

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

Letter Grade	Overall Course Points/Course Average
RA	70% or better on final <i>and</i> 90% or more weighted course average
RB	70% or better on final <i>and</i> 80% to 89% weighted course average
RC	70% or better on final <i>and</i> 70% to 79% weighted course average
RCR	70% or better on final <i>and</i> 70% or better weighted course average
RNC	Any score on the final <i>and</i> less than 70% weighted course average OR less than 70% on the final exam

ATTENDANCE/PARTICIPATION/PROGRESS:

You are expected to be *on time* to each class and stay the *entire* class, have the necessary course materials on hand, and be working on the assignments for this class to receive full credit for attendance each day. You are also expected to work on your unit assignments outside of class time (see Time for This Course). I will be checking your progress regularly and the time you spend working outside of class will count as part of your participation grade.

Absences: I do not require you to give me any sort of documentation for missing up to 3 class days but you will not have any more than 3 missed days excused. Even if you miss class, you are still expected to complete the assignments posted in MML and, *if one of the days you missed is a quiz day, you will take the quiz the next day you are in class.*

Here are the reasons I may drop you from the class:

- If you miss the first week of the semester.
- If you have 3 or more absences during the first three weeks of the semester.
- If you are not registered in MML and completing assignments by the end of the first week you are in the class.

If you added late, your counted absences start the day you registered for the class.

Do not expect me to drop you. If you decide you cannot fulfill the requirements for this class and want to drop yourself, be sure to process a drop (either online or with a form at the Registrar's office).

You will receive **10 Participation/Progress Points** for every class day you are present, ask questions, and show progress. Also, you will receive 1 point for each hour you are working on your assignments outside of class up to **10 Participation/Progress Points** per week.

Number of Participation Points for your final course grade: Since this is a mastery class and some students need more time to master concepts they have not learned before, the number of possible points you earn in this category can vary. Your total possible points will *be 10 times the number of class days before you take the final exam plus 10 times the number of weeks you were working on assignments for this particular course* (whether you were in class or not).

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 either UNM Learn or your instructor may upload them in the Document Sharing folder in MML. Completed notes will be due at the end of the unit and must be turned in by the required due date for that unit whether you have completed them or not. Embedded in the Guided Notes will be the password to open the corresponding Computational Assignment in MML. Your score on each set of Guided Notes will be out of **10 points**. You will be allowed to complete/correct these Guided Notes after the due date for half of the missing points.

COMPUTATIONAL ASSIGNMENTS: The Computational Assignments are where you practice the concepts you need to learn. Linked to many questions are Skill Builder problems. If you are struggling with a problem, the program will direct you to simpler, Skill Builder problems to practice, helping pinpoint where you are having difficulty. Be sure to work the Skill Builder problems linked to those you struggle with. Your score on each set of the Computational Assignments will be out of **10 points**.

You will need a password from your Guided Notes to be able to open your Computational Assignments.

It is a good idea to organize your notes and “scratch” work created while completing the Computational Assignments. You may want to do this in a spiral notebook or have a place in your binder for these papers.

You will need to score a 90% or better on the Computational Assignment before the Unit Quiz will open and before the Computational Assignment for the next unit will open.

QUIZZES and UNIT DEADLINES: There is a Quiz for each unit and there are target deadlines and required deadlines for each unit. The target deadlines are ones you should try to maintain in order to finish more than one course during the semester. The required deadlines will allow you to complete the course you are currently registered in, and are the dates on which you will take your written quiz if you have not yet completed the unit (see schedule at end of syllabus).

Quizzes in MML

- The online quiz for a unit in MML will not open until you have scored 90% or better on the corresponding Computational Assignment.
- If you are ready to attempt a unit quiz before the required deadline, you may do so in MyMathLab. The quiz in MML is timed. If you score an 85% or better on that quiz, you can continue to the next unit and are not required to complete the written quiz on the required quiz day.

Written, in-class quizzes:

- If you have not completed the online quiz by the required deadline, or, if you did not score 85% or better in the online quiz, you will take a written quiz in class.
- You will take the unit quiz on the required deadline whether or not you have completed the homework assignments for that unit. ***Pay attention to the deadlines and do not delay working on the assignments for each unit.***
- If you do not score an 85% or better on the unit quiz, you must complete quiz corrections for half points back. You may be allowed to retest. Be aware that the deadline for the next unit will be coming, so do not delay in catching up if you fall behind deadlines on units.
- You will still need to complete the Guided Notes and score at least a 90% on the Computational Assignment for that unit before the next unit will open.

Each Quiz is worth 10 points.

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 before each class meeting and will review your unit quizzes to see if you can receive some points back. If you complete a Quiz and your score is really close to 85%, 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.

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 must take the final in class or in the Testing Center. 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, completing assignments, and showing progress, this should not be a problem.

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 MML homework 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, log in for online office hours (if available), or make an appointment to get help.
- Study Groups: You may work together with other members of our class. However, if there is an assignment that is to be submitted individually, that assignment should be your work not copies from your group. ***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.

- SI Tutors: There may be schedule SI tutoring sessions to help you with topics specific to this course. Check in the Learning Commons/Math Center for a schedule.
- 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 if you live in Albuquerque or are at main campus.
- 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](#)

OTHER IMPORTANT INFORMATION:

ABSOLUTELY NO FOODs allowed in the computer labs. Water is only allowed if it is in a sealed container with a tightly fitting lid that will not spill.

Equal Access:In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as I am not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Resource Center at 277-3506 for additional information.

If you need an accommodation based on how course requirement interacts with the impact of a disability, you should contact me to arrange an appointment as soon as possible. At the appointment we can discuss the course format and requirements, anticipate the need for adjustments and explore potential accommodations. I rely on the Disability Services Office for assistance in developing strategies and verifying accommodation needs. If you have not previously contacted them I encourage you to do so.

If you are a Valencia campus student, contact Equal Access Services at Valencia Campus (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: Since I assume you are all adults, I will expect from you respectful adult 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 not related to this course or at a time that is inappropriate,
- refusing to participate in the class activities.

Academic Integrity: Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy: <https://policy.unm.edu/regents-policies/section-4/4-8.html>. The policy states:

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, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student 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 is defined as:

"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; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

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). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

IMPORTANT DATES:

- August 30, before 5:00 PM MT – Last day to add or change grade mode
- September 2 – Labor Day Holiday
- September 6, before 5:00 PM MT – Last day to add with form or drop without a grade
- October 10-11 – Fall Break
- November 8, before 5:00 PM MT – Last day to drop without Dean’s permission
- November 28-29 – Thanksgiving Holiday
- December 6, before 5:00 PM MT – Last day to drop with Dean’s permission and change grade mode with form

Math 021: Introduction to Algebra I **T/Tr Schedule** (*Schedule is subject to change*)

By the Quiz Date (or target date)

- your Guided Notes for the unit are due
- you should have a 90% or better on the Computational Assignment for that unit.

If you wish to take your unit quiz online, you must do so by 11:59 PM on the Monday before the Quiz Date.

Unit	Quiz Date (Math 021 only)	Target Date (finish both)
1	Tuesday, Sept. 3	Tuesday, Aug. 27
2	Tuesday, Sept. 17	Tuesday, Sept. 3
3	Tuesday, Oct. 1	Tuesday, Sept. 10
4	Tuesday, Oct. 15	Tuesday, Sept. 17
5	Tuesday, Oct. 29	Tuesday, Sept. 24
6	Tuesday, Nov. 12	Tuesday, Oct. 1
7	Tuesday, Nov. 26	Tuesday, Oct. 8

Math 022: Introduction to Algebra II **T/Tr Schedule** (*Schedule is subject to change*)

By the Quiz Date (or target date)

- your Guided Notes for the unit are due
- you should have a 90% or better on the Computational Assignment for that unit.

If you wish to take your unit quiz online, you must do so by 11:59 PM on the Monday before the Quiz Date.

Unit	Quiz Date (Math 022 only)	Target Date (if started in M021)
8	Tuesday, Sept. 3	Tuesday, Oct. 22
9	Tuesday, Sept. 17	Tuesday, Oct. 29
10	Tuesday, Oct. 1	Tuesday, Nov. 5
11	Tuesday, Oct. 15	Tuesday, Nov. 12
12	Tuesday, Oct. 29	Tuesday, Nov. 19
13	Tuesday, Nov. 12	Tuesday, Nov. 26
14	Tuesday, Nov. 26	Tuesday, Dec. 3