



Math 021/022: Introductory Algebra I, & II

Fall 2020

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Online Office Hours via Zoom Mon & Wed 4:30-5:30

Remind App Code:

Up to 4 Credit Hours

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COURSE DESCRIPTION

Math 021

Sect.	CRN	Class Time	Days	Location	MML Course Code
503	62364	Online	M/W	Online	chavez25697

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.

Student Learning Outcomes/Course Objectives

In this course, we will explore the order of operations, whole numbers, fractions, and decimals, linear equations, linear inequalities, and various geometric figures.

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
513	62365	Online	M/W	Online	chavez67638

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.

Student Learning Outcome/Course Objective

Last update: 07/15/20

In this course, we will explore the coordinate system, polynomials, and exponents.

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.

Prerequisites and Co-requisites

Math 021

ACT Math \Rightarrow 15 or SAT Math Section \Rightarrow 380 or ACCUPLACER Next-Generation Arithmetic =244-259 or C- or C in Algebra II. Check with your adviser to make sure you meet the requirements.

- *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 022

Prerequisite/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.

TECHNICAL SKILLS

To participate and succeed in this class, you will need to be able to perform the following basic technical tasks:

- Use UNM Learn (help documentation located in the "How to Use Learn" link on the left course menu, and also at [Online Student Documentation¹](http://online.unm.edu/help/learn/students/)). Also, UNM-Valencia provides a Blackboard Learn Jumpstart self-learning module to give you practice with the most commonly used tools in UNM Learn. Ask your instructor if you do not see the UNM-Valencia Blackboard Learn Jumpstart in your list of classes in UNM Learn.
- Use email – including attaching files, opening files, downloading attachments
- Copy and paste within applications including Microsoft Office
- Open a hyperlink (click on a hyperlink to access a website or online resource)
- Use Microsoft Office applications
 - Create, download, update, save and upload MS Word documents
 - Download, annotate, save and upload PDF files
 - Access MS Teams
- Use the in-course web conferencing tool (Collaborate Web Conferencing software in UNM Learn) or use Zoom or another web conferencing tool

¹ <http://online.unm.edu/help/learn/students/>

- Download and install an application or plugin – required for participating in web conferencing sessions

TECHNICAL REQUIREMENTS

Computer

- A high-speed Internet connection is highly recommended.
- Supported browsers include Chrome, Firefox, or Safari. Preferred operating systems are Windows or Apple.
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM, and Internet connection speed can *greatly* affect performance. ***Be aware, some programs that use mathematics will not work well on mobile devices such as smartphones or tablets.***
- Microsoft Office products are available free for all UNM students (more information on the [UNM IT Software Distribution and Downloads page²](#))
- Please update your contact information in LoboWeb: [MyUNM Login³](#). When you log into MyUNM, Enter LoboWeb. Click on the Personal Information link to make sure your contact information is up to date.
- Laptops may be available for checkout for the Fall semester from the [UNM-Valencia Library⁴](#). Contact the librarians for more information.

Web Conferencing

Web conferencing will be used in this course for office hours and scheduled individual meetings. For the online sessions, you will need:

- A USB headset with a microphone. Headsets are widely available at stores that sell electronics, at the UNM Bookstore or online.
- A high-speed internet connection is highly recommended for these sessions. A wireless Internet connection may be used if successfully tested for audio quality before web conferencing.
- You should also dress as you would when attending an in-person meeting, even if you do not turn on your video camera

Technical Support

- For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the “Create a Tech Support Ticket” link in your course.
- For UNM-Valencia IT Support: (505)925-8911
- For UNM Web Conference Technical Help: (505) 277-0857

TEXTBOOK AND SUPPLEMENTAL MATERIALS

Required Textbooks:

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

² <http://it.unm.edu/software/index.html>

³ <http://my.unm.edu/home>

⁴ <http://valencia.unm.edu/library/index.html>

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.

Recommended and/or Optional:

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).

Specific Course Requirements

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.

COURSEWORK AND PARTICIPATION

Instructor Response Time

I routinely check the course for postings or emails, Monday (8 am) – Friday (noon), and sometimes on the weekend. You can anticipate a 24 to 48-hour response from me, Monday – Thursday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier. You may also text me through the Remind App and I will get in touch with you in 2-4 hours.

Procedures for Completing Coursework

Include:

- *Late work will lose 10% every week that they are late. If there is an issue, please discuss this with me.*
- *It is up to the student to discuss when you are ready for an exam. I will not call you. You must send me a text on Remind, email, or course message in Bb Learn.*
- *recommended:*
 - *if you are having trouble meeting a deadline, please discuss the issue with me a week before assignment is due. This will give us time to develop a plan to get you back on track.*
 - *All work must be submitted through Bb Learn. All Guided Notes and quizzes must be complete, legible, in order and in the correct orientation*

Expectations for Participation

Example Expectations:

- *the time required (9-12 hrs per week)*
- *students are expected to learn how to navigate in Learn*
- *students are expected to communicate with one another in team projects*
- *students are expected to keep abreast of course announcements*
- *students are expected to use Bb Learn and discussion boards, course messages, etc.*
- *students are expected to use the Learn course email as opposed to a personal email address*
- *students are expected to keep the instructor informed of class-related problems or problems that may prevent the student from full participation*
- *students are expected to address technical problems immediately*
- *students are expected to observe course netiquette at all times*

Netiquette

One of the overriding principles in online conversations is to “craft your responses effectively.” It is sometimes difficult to remember that real people are reading posted messages. This is especially true of online communication where others do not have the opportunity to see body language or hear the tone of voice; therefore, misunderstandings are more likely.

Please, follow these guidelines in *all* of your online responses and discussion postings.

- Honor everyone’s right to an opinion.
- Respect the right of each person to disagree with others.
- Respond honestly but thoughtfully and respectfully; use language that others will not consider foul or abusive. You may also use emoticons to convey a lighter tone.
- Respect your privacy and the privacy of others by not revealing information which you deem private and which you feel might embarrass you or others
- Be prepared to clarify statements that might be misunderstood or misinterpreted by others.

A Special Note about Anger

- Do not send messages that you have written when you are angry, even anonymous ones. In the online world, angry messages are known as “flaming” and are considered bad behavior. Venting and flaming are two different things. It is possible to vent without becoming “ugly.” Stick to the facts of what is causing you frustration.
- Do not send messages that are written all in upper case; this is the visual equivalent of SHOUTING. It is considered aggressive and is considered bad behavior. If you ever feel like shouting a message, take a deep breath, and wait until you have calmed down before responding. Then, respond calmly and factually.

How to complete your work for this class:

The course topics are split into 14 units among the three courses. Below is how you will progress through the material:

Participation and Progress: Participation includes

- Attendance. You will schedule a time to meet with me weekly to go over your progress and set goals for completion. You are required to attend at least one Zoom Class once per week. If you cannot make the Zoom meeting, you must text, email, or course message me to set up another time. You must log-in to Blackboard Learn at least once a week. Important announcements and discussions will be posted at least once a week.
- Questions. Contact me through the discussion board, Ask my Instructor in MyMathLab, Zoom Meeting, or office hours with questions from the homework. You may also test me, but I may not be able to answer for a few hours. 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 and other assignments on time, ask questions from the Computational Assignments, earn a score of 85% on a Quiz to show you are ready for your next Unit.
- Turn Work in by Due Date. Ten points are available weekly for participation. You must log in to Blackboard Learn and MyMathLab and keep scheduled meetings to earn these points. You will turn in your guided notes for each unit before starting the next unit! These points cannot be made up. ***You need to work on this course throughout the week, so you can log your 9 to 12 hours per week.***

Guided Notes: Guided notes are required! 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 MML homework. Embedded in the Guided Notes will be the password to open the corresponding homework in MML. You must turn in Guided Notes that are legible and in the correct orientation to Bb Learn. Your score on each will be out of **10 points**.

MyMathLab Homework: Online homework is assigned nearly every week based on the units in the course outline. Weekly assignments in MyMathLab must be completed not later than the indicated date in MML. Your score on each will be out of **10 points**. You will complete the Guided Notes and the MML homework 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 90% or better on the Computational Assignment before the Unit Quiz will open.***

Quizzes: 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 to finish more than one course during the semester. The required deadlines will allow you to complete the course you are currently registered in.

Quizzes in MML

- The online quiz for a unit in MML will not open until you have scored 90% or better on the corresponding homework.
- 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 85% or better on that quiz, you can continue to the next unit.

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.
- Before students take a written quiz, students must provide an error analysis **only on missed questions**. I will show you an example on Bb Learn.
- 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.***

Sometimes MML will count a problem incorrectly 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 close to 85%, tell me and I will look at it sooner rather than later.

Final Exam: The final is a departmental exam that will test you overall, 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 are allowed to take the final **only once**. The final exam will be 20% of your overall course grade.

NOTES TO STUDENTS ABOUT PARTICIPATION IN A COURSE USING UNM LEARN: Tracking Course Activity

UNM Learn automatically records all students' activities including your first and last access to the course, the pages you have accessed, the number of discussion messages you have read

and sent, web conferencing, discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty

Submitting Assignments

All written work is to be saved with the student's first name and last initial_unit number_assignment. It is to be submitted as an attachment through Blackboard Learn.

Example: ChavezE_unit1_hw

When you submit an assignment via UNM Learn, you will receive an email receipt of your submission from *do-not-reply@learn.unm.edu*. Save this email as confirmation of your submission.

GRADING PROCEDURES

Include a detailed statement of

- **Grades will be updated twice a week.**
- *Grades will be calculated using the following percentages:*

COURSE AVERAGES:

Participation and Progress	15%
Guided Notes	25%
MyMathLab Homework	20%
Quizzes	20%
Cumulative Final Exam*	20%
Total	100%

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

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
NC	Any AND 69% or less

UNM POLICIES

Equal Opportunity and Non-Discrimination

To meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the [Department of Education](#)⁵ (see pg. 15). 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](#)⁶. [Read more about UNM policy regarding sexual misconduct](#)⁷.

⁵ <https://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>

⁶ <http://oeo.unm.edu/>

⁷ <https://policy.unm.edu/university-policies/2000/2740.html>

Copyright Issues

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.

[The UNM Copyright Guide](#)⁸ has additional helpful information on this topic.

Accessibility and Accommodations

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disabilities. If you have a disability requiring an accommodation, please contact:

- [UNM-Valencia Student Services](#)⁹ if you are a Valencia campus student. The phone number is 505-925-8560
- [UNM Accessibility Resource Center](#)¹⁰ in 2021 Mesa Vista Hall if you are a main campus student. The phone number is 505-277-3506.

Information about your disability is confidential and your instructor cannot refer you for accommodations. Be aware that you will need to provide documentation. If you need assistance in obtaining documentation, the offices above can assist you.

Accessibility Statements

[Blackboard's Accessibility statement](#)¹¹

[Microsoft's Accessibility statement](#)¹²

Include links to accessibility statements for all other technologies included in the course.

Academic Integrity

You should be familiar with UNM's [Policy on Academic Dishonesty](#)¹³ and the [Student Code of Conduct](#)¹⁴ which outlines academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Drop Policy:

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.

⁸ <https://copyright.unm.edu/>

⁹ <http://valencia.unm.edu/students/student-services.html>

¹⁰ <https://arc.unm.edu/>

¹¹ <https://www.blackboard.com/blackboard-accessibility-commitment>

¹² <https://www.microsoft.com/en-us/accessibility/>

¹³ <https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html>

¹⁴ <https://pathfinder.unm.edu/code-of-conduct.html>

UNM Policies: This course falls under all UNM policies for the last day to drop courses, etc. Please see or the UNM Course Catalog for information on UNM services and policies. Please see the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenroll dates.

UNM RESOURCES

- [UNM Valencia Campus Tutoring Services¹⁵](#)
- [UNM Main Campus CAPS Tutoring Services¹⁶](#)
- [UNM-Valencia Library¹⁷](#)
- [UNM Libraries¹⁸](#)
- [“Life” Resources available to UNM-Valencia Students¹⁹](#)
- [Student Health & Counseling \(SHAC\) Online Services²⁰](#)

FOR MILITARY-CONNECTED STUDENTS

There are resources on campus designed to help you succeed. You can approach any faculty or staff for help with any issues you may encounter. Many faculty and staff have completed the GREEN ZONE training to learn about the unique challenges facing military-connected students. If you feel that you need help beyond what faculty and/or staff can give you, please reach out to the Veterans Resource Center on the main campus at 505-277-3181, or by email at vrc@unm.edu. The Veterans Coordinator at UNM-Valencia is in the Student Services Office, at 505-925-8560.

SEMESTER DEADLINES

Fall 2020 – 16-week classes (deadlines will be different for first and second 8-week classes)

- Monday, August 17: First day of class, classes available in Blackboard Learn
- Friday, August 28, by 5:00 PM: Last day to add a class or to change credit hours or grade mode in LoboWEB.
- Friday, September 4: Last day to drop without “W” grade and with 100% refund on LoboWEB
- Monday, September 7: LABOR DAY HOLIDAY
- Wednesday, October 7: FALL BREAK
- Tuesday, November 3: Election Day, no classes
- Friday, November 6: Last day to drop *without* Dean’s permission on LoboWEB. Will receive a “W” grade and will be responsible for tuition for the course.
- November 26-29: THANKSGIVING BREAK

¹⁵ <http://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

¹⁶ <http://caps.unm.edu/services/online-tutoring/olc.php>

¹⁷ <http://valencia.unm.edu/library/index.html>

¹⁸ <https://library.unm.edu/>

¹⁹ <http://valencia.unm.edu/students/student-resources.html>

²⁰ <https://shac.unm.edu/>

- November 30 – December 4: All classes will convert to remote instruction if not already remote
- Friday, December 4: Last day to add sections and/or change credit hours with form, last day to drop *with* Dean's permission. Will receive a "W" grade and will be responsible for tuition for the course.
- December 7-12: Finals week. All final exams are given remotely.

Course Schedule

Math 021: Introductory Algebra Part 1 **M/W 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 MML homework for that unit.

If you wish to take your unit quiz online, you must do so by 11:59 PM on the day **before** the Quiz Date and you must score an 85% or better. Otherwise, you will take a written quiz.

Unit	Quiz Date (Math 021 only)	Target Date (finish both)
1	Monday, Aug. 31	Monday, Aug. 24
2	Monday, Sep. 14	Monday, Aug. 31
3	Monday, Sep. 28	Monday, Sep. 7
4	Wednesday, Oct. 21	Monday, Sep. 14
5	Wednesday, Nov. 4	Monday, Sep. 21
6	Wednesday, Nov. 18	Monday, Sep. 28
7	Wednesday, Dec. 2	Monday, Oct. 5

Math 022: Introductory Algebra Part 2 **M/W 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 MML homework for that unit.

If you wish to take your unit quiz online, you must do so by 11:59 PM on the day **before** the Quiz Date and you must score an 85% or better. Otherwise, you will take a written quiz.

Unit	Quiz Date (Math 022 only)	Target Date (if started in M021)
8	Monday, Aug. 31	Wednesday, Oct. 21
9	Monday, Sep. 14	Wednesday, Oct. 28
10	Monday, Sep. 28	Wednesday, Nov. 4
11	Wednesday, Oct. 21	Wednesday, Nov. 11
12	Wednesday, Nov. 4	Wednesday, Nov. 18
13	Wednesday, Nov. 18	Wednesday, Nov. 25
14	Wednesday, Dec. 2	Wednesday, Dec. 2

