Math 021/022: Introductory Algebra I, & II

Fall 2020
Michelle Godfrey
shosho@unm.edu
Online Office Hours via Zoom Tuesdays & Thursdays 12:00pm – 1:00pm
MECS Division Chair: Elaine W. Clark ewclark@unm.edu
Up to 4 Credit Hours

OFFICE HOURS VIA ZOOM ARE ON TUES & THURS 12PM – 1PM.

I am here to help you so please do not hesitate to jump in. Below is the zoom meeting information and a link:

- Join Zoom Meeting: https://unm.zoom.us/j/98452273841
- Meeting ID: 984 5227 3841
- One tap mobile: +13462487799,,98452273841# US (Houston)

COURSE DESCRIPTION:

Math 021

Sect.	CRN	Class Time	Days	Location	MML Course Code
506	62367	Online	online	online	godfrey29908

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
516	62370	Online	online	online	godfrey67079

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
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 =>15 or SAT Math Section =>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 Documentation[1]). Also, UNM-Valencia provides a Blackboard Learn Jumpstart self-learning module to give you practice with the

---

[1] http://online.unm.edu/help/learn/students/

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
- 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 page[2])
- Please update your contact information in Loboweb: MyUNM Login[3]. 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 Library[4]. 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 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
- (Optional but highly recommended) A USB headset with a microphone. Headsets are widely available at stores that sell electronics, at the UNM Bookstore or online.

---

[2] http://it.unm.edu/software/index.html

[3] http://my.unm.edu/home

[4] http://valencia.unm.edu/library/index.html

Last update: 07/15/20

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.

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 and my 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.

Procedures for Completing Coursework
All written work needs to be submitted online. If you have difficulty using a tool to complete work, notify your instructor immediately and/or use the "Create a Tech Support Ticket" link in the Course Menu

Expectations for Participation
- 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.
- students are expected to learn how to navigate in Learn
- students are expected to utilize Zoom
- students are expected to keep abreast of course announcements

- students are expected to use their UNM email as opposed to a personal email address and are expected to check their UNM email regularly
- 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 two courses.
Math 021 covers Units 1 – 7
Math 022 covers Units 8 – 14
Below is how you will progress through the material:

Participation (15% of your total grade)
 Participation includes:
- Attendance. There will be one scheduled zoom meeting the first week of class that will be mandatory to attend on **Thursday 8//20 at 2:00 pm**. This meeting will be worth 15 points towards your participation grade
- Attendance. There will be additional Weekly One-on-One meetings via Zoom and/or email to meet with your instructor individually through out the semester. This is a way to check in on you one-on-one so we can go over your progress and set goals for completion. Each meeting will be worth 15 points towards your participation grade.
- Log-in to Blackboard Learn and MyMathLab **at least** twice a week!
- Questions. Contact me through email, Ask my Instructor in MyMathLab, 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."

- <u>Show Progress.</u> Turn in Guided Notes, ask questions from the Computational Assignments, earn a score of 85% on a Quiz to show you are ready for your next Unit.

Absences: I do not require you to give me any sort of documentation for falling behind in the class. However, I do ask that you communicate with me via email. If you start to fall behind for any reason, please contact me as soon as possible so we can figure out what is needed for you to succeed in this class. If you fall behind in the class, you are still expected to complete all assignments.

Drop Policy:
Here are the reasons I may drop you from the class:
- If you miss the first week of the semester.
- If you have no presence in the virtual environment via UNMLearn or contact your instructor for 2 or more consecutive weeks.

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

Do not depend on me to drop you if you decide not to take the class. You are responsible for withdrawing if you decide not to complete the course. If you are dropped or withdraw from Math 021 or Math 1996, you will be dropped from the other class.

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.

Guided Notes (25% of your total grade):
Guided notes are required! These are notes you should print and complete using your etext. After the first day of class, these notes will be posted in UNM Learn. Embedded in the Guided Notes will be the password to open the corresponding homework in MyMathLab.

MyMathLab (MML) Homework (20% of your total grade):
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. 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 (20% of your total grade): 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.
- Even though the quiz is online you will be required to turn in your written work to receive credit for your quiz. Written work will be turned in via Learn.

- 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.
- 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 must contact me via email to arrange a retake.
- 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 regularly 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 (20% of your total grade):
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.

*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.

GRADING PROCEDURES

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

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

- Office Hours: See my office hours listed at the beginning of this syllabus. Feel free to 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.
- Free Tutoring: The Math Center at Valencia campus has free tutoring available online to help with your course content questions as well as questions about using tools. Send an email to tutor@unm.edu to schedule an appointment or you can call 505-925-8907 for more information
- 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

UNM POLICIES
UNM RESOURCES

- **UNM Valencia Campus Tutoring Services[15]**

- **UNM Main Campus CAPS Tutoring Services[16]**

- **UNM-Valencia Library[17]**

- **UNM Libraries[18]**

- **"Life" Resources available to UNM-Valencia Students[19]**

- **Student Health & Counseling (SHAC) Online Services[20]**

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

---

[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/

Last update: 07/15/20

- 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
- 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
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.

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
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.

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

Last update: 07/15/20