



Math 099: Pre-Algebra

Fall 2020

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Instructor-Led Study Sessions: Mon-Thurs 9:30-11:30 am

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4 Credit Hours

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COURSE DESCRIPTION

This course prepares students for algebra. Topics include operations on fractions and decimals, ratios, proportions and percent, sign number operations, and elements of algebra and word problems. CR/NC.

Course Goals:

The goals of this course include:

- Helping students explore and review the foundations of mathematics so that they have a strong grounding in prerequisite knowledge for future mathematics courses.
- Helping students discover how they can apply mathematics through problem-based learning.

Student Learning Outcomes/Course Objectives

The following are the objectives for the course. Each section will have specific learning objectives listed on the Overview Page. The activities in that section are developed so that you can demonstrate you have met these objectives:

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 integers.
2. Demonstrate an understanding of, and correctly use, the order of operations and exponents.
3. Simplify simple algebraic expressions.
4. Solve basic linear equations.
5. Demonstrate an understanding of the meaning of, and add, subtract, multiply and divide whole numbers, fractions, and decimals.
6. Convert between decimal, fraction, and percent notation.
7. Use ratios and proportions to solve problems.
8. Find the absolute value of a number.
9. Demonstrate an understanding of the concept of a variable.
10. Solve basic percent problems.
11. Use the above skills to solve simple applications problems

Prerequisites and Co-requisites

Minimum ACCUPLACER score of 237-243 (Arithmetic), or math ACT score of 13-14. Co-requisite: MATH 1996: Problem Solving for Algebra.

TECHNICAL SKILLS

NOTE: if the embedded hyperlinks provided below will not open, go to the indicated footnote for the full URL link to open

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 "How to Use Learn" link on the left course menu, and also at [Online Student Documentation¹](#)). 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 to create, download, update, save and upload MS Word documents to Create, download, update, save and upload MS PowerPoint presentations to Create, download, update, save and upload MS Excel spreadsheets to Download, annotate, save and upload PDF files o Access MS Teams
- Use Zoom – basic account is all that may be needed. Visit the [UNM Zoom login page](#) to ensure that you can access your basic account.
- Download and install an application or plugin – required for participating in Zoom and/or MS Teams.

TECHNICAL REQUIREMENTS

Computer

- A high-speed Internet connection is highly recommended.
- Supported browsers include: [Detailed Supported Browsers and Operating Systems²](#)
- 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 page³](#))
- Please update your contact information in LoboWeb: [MyUNM Login⁴](#). 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 Library⁵](#). Contact [UNM-Valencia Student Services⁶](#) for more information.

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

² https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support

³ <http://it.unm.edu/software/index.html>

⁴ <http://my.unm.edu/home>

⁵ <http://valencia.unm.edu/library/index.html>

⁶ <http://valencia.unm.edu/students/student-services.html>

⁸ <https://unm.zoom.us/>

Web Conferencing

We will use Zoom for scheduled class meeting times and extra instructor-led study sessions. For the online sessions, you will need:

- A USB headset with a microphone (highly suggested). 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 class, even if you do not turn on your video camera.
- To create a UNM supported Zoom account, visit the [UNM Zoom](#)⁸ log in page.

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 Supplementary Materials:

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 registration code: goodman52463**

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).

COURSEWORK AND PARTICIPATION

Instructor Response Time

I routinely check the course for postings or emails, Monday (7 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. I prefer all communication through Blackboard Learn.

Procedures for Completing Coursework

- Homework and quizzes will be done on MyMathlab
- Quizzes must be taken at arranged time in class without notes or assistance.
- All written homework work needs to be submitted online through Blackboard Learn. If you have difficulty using a tool to complete work, use the “Create a Tech Support Ticket” link in the Course Menu immediately and notify your instructor as well.
- All work needs to be saved as a Word Document or PDF. If you need help learning how to do this, please contact me immediately.
- Work with a study group or study buddy on homework and assignments. You can collaborate and work together on everything except the quizzes.
- The final project will be a compilation of work done with a partner over the entire semester. The sections will be graded and returned and can be revised and resubmitted as needed up until the final project is due.

Expectations for Participation

Students are expected to do the following:

- schedule the time required (9-12 hrs per week)
- learn how to navigate in Blackboard Learn
- communicate with one another in team projects
- keep abreast of course announcements
- use the Learn course email as opposed to a personal email address
- keep the instructor informed of class-related problems or problems that may prevent the student from full participation
- address technical problems immediately
- observe course netiquette at all times

Netiquette

NOTE: For links to online PDF formatted documents, you may need to permit the document to open. Look for a pop-up window asking for your permission

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.

[UNM Netiquette document](#)⁷

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

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

- | | | |
|---|-------------------|------|
| • Attendance— in class on time and for the entire class | 2 points each day | 5 % |
| • Participation— take part in class discussions and activities | 2 points each day | 5 % |
| • Online homework— Due Sunday night 11:59 pm | 10 points each | 15 % |
| • Written homework— Due Wed at beginning of class | 10 points each | 20 % |
| • Chapter Quizzes Taken in class | 10 points each | 20 % |
| • Capstone project | 100 points each | 35% |

Work turned in will returned with comments within 48 hours, usually less. Grades will be posted and updated in Blackboard Learn weekly. If you have a question about your posted grade, contact your instructor.

⁷ <http://online.unm.edu/help/learn/students/pdf/discussion-netiquette.pdf>

Grading Scale

Final grades will be based on the sum of all possible course points as noted above. Percentage of available points

| | |
|---------|---|
| Grade | |
| 90 -100 | A |
| 80 -89 | B |
| 70 -79 | C |
| 60 -69 | D |
| < 60 | F |

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](#)¹⁰ (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](#)¹¹.

[Read more about UNM policy regarding sexual misconduct](#)¹².

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](#)¹³ 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](#)¹⁴ if you are a Valencia campus student. The phone number is 505-925-8560
- [UNM Accessibility Resource Center](#)¹⁵ 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.

¹⁰ <https://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>

¹¹ <http://oeo.unm.edu/>

¹² <https://policy.unm.edu/university-policies/2000/2740.html>

¹³ <https://copyright.unm.edu/>

¹⁴ <http://valencia.unm.edu/students/student-services.html>

¹⁵ <https://arc.unm.edu/>

Accessibility Statements

[Blackboard's Accessibility statement](#)¹⁶

[Microsoft's Accessibility statement](#)¹⁷

Academic Integrity

You should be familiar with UNM's [Policy on Academic Dishonesty](#)¹⁸ and the [Student Code of Conduct](#)¹⁹ which outlines academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Drop Policy:

- Students who do not attend during the first week of classes will be dropped from this class and Math 099.
- Students who miss more than three consecutive days during the first three weeks of class will be dropped from this class and Math 099.
- Students who miss more than three days during the semester will be on notice and may be dropped from this class and Math 099.

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 099 or Math 1996, you will be dropped from the other class.

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 disenrollment dates.

UNM RESOURCES

- [UNM Valencia Campus Tutoring Services](#)²⁰
- [UNM Main Campus CAPS Tutoring Services](#)²¹
- [UNM-Valencia Library](#)²²
- [UNM Libraries](#)²³
- [“Life” Resources available to UNM-Valencia Students](#)²⁴
- [Student Health & Counseling \(SHAC\) Online Services](#)²⁵

¹⁶ <https://www.blackboard.com/blackboard-accessibility-commitment>

¹⁷ <https://www.microsoft.com/en-us/accessibility/>

¹⁸ <https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html>

¹⁹ <https://pathfinder.unm.edu/code-of-conduct.html>

²⁰ <http://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

²¹ <http://caps.unm.edu/services/online-tutoring/olc.php>

²² <http://valencia.unm.edu/library/index.html>

²³ <https://library.unm.edu/>

²⁴ <http://valencia.unm.edu/students/student-resources.html>

²⁵ <https://shac.unm.edu/>

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 main campus at 505-277-3181, or by email at src@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 “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.
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Course Schedule

MATH 099: Pre-Algebra - Fall 2020

| Week | Dates | Sections / Topics | Assignments |
|------|-----------|--|--|
| 1 | 8/17-8/20 | Introduction Sec.2.1,2.2 | MML HW#1 due Sunday |
| 2 | 8/24-8/27 | Sec. 2.3 | Written HW#1 due Wed. MML HW#2 due Sunday |
| | 8/28 F | Last day to add a course (5 pm) Last Day to Change Grading Options without permission | |
| 3 | 8/31-9/3 | Sec. 2.4 | Written HW#2 due Wed. MML HW#3 due Sunday |
| | 9/4 F | Last day to drop a course without a grade (5 pm) | |

| | | | |
|---|-------------|---|--|
| 4 | 9/7-9/10 | Labor Day 9/7 (Campus Closed) Sec. 2.5 | Written HW#3 due Wed. MML HW#4 due Sunday |
| 5 | 9/14-9/17 | Sec. 3.1 | Written HW#4 due Wed. MML HW#5 due Sunday Chapter 2 Quiz Chapter 2 Project portion due |
| 6 | 9/21-9/24 | Sec. 3.2 | Written HW#5 due Wed. MML HW#6 due Sunday |
| 7 | 9/28-10/1 | Sec. 3.3 | Written HW#6 due Wed. MML HW#7 due Sunday |
| 8 | 10/5-10/8 | Break Day 10/7 (No Classes) Sec. 3.4 | Written HW#7 due Tues. MML HW#8 due Sunday |
| 9 | 10/12-10/15 | Sec. 3.5 | Written HW#8 due Wed. MML HW#9 due Sunday |
| 10 | 10/19-10/22 | Sec. 3.6 | Written HW#9 due Wed. MML HW#10 due Sunday |
| 11 | 10/26-10/29 | Sec. 4.1, 4.2 | Written HW#10 due Wed. MML HW#11 due Sunday Chapter 3 Quiz Chapter 3 Project portion due |
| 12 | 11/2-11/5 | Election Day 11/3 (No Classes) Sec. 4.3 | Written HW#11 due Wed. MML HW#12 due Sunday |
| | 11/6 F | Last day to drop without Dean's Permission (5 pm) | |
| 13 | 11/9-11/12 | Sec. 5.1 | Written HW#12 due Wed. MML HW#13 due Sunday Chapter 4 Quiz |
| 14 | 11/16-11/19 | Sec. 5.2 | Written HW#13 due Wed. MML HW#14 due Sunday |
| 15 | 11/23-11/25 | Sec. 5.3 | Written HW#14 due Wed. MML HW#15 due Sunday |
| 11/26 - 11/27 Thanksgiving Break | | | |
| 16 | 11/30-12/3 | Review | Written HW#15 due Wed. Chapter 5 Quiz Chapter 4&5 Project portions due |
| | 12/4 F | Last day to drop with Dean's permission/change grade mode with form (5 pm) | |
| 17 | 12/7-12/11 | Capstone Project | |