Math 100: Introduction to Algebra

Fall 2026
4 Credit Hours
Instructor: Michelle Godfrey
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MECS Division Chair: Andy Taylor
Email: ataylor19@unm.edu
4 Credit Hours

COURSE DESCRIPTION

Sec	CRN	Class Time	Days	Location
502	62388	9AM – 10:40AM	Tues & Thurs	VAAS 129

Tutoring Hours: Tuesdays and Thursdays 1:15pm – 2:15pm in the Learning Center

Math 100 is a pre-college mathematics course. Topics covered include a short review of arithmetic with real numbers, linear equations, polynomials, factoring, formulas, graphing, and application problems. *(4 Credit Hours).*

Credit-hour Statement: This is a four credit-hour course. Class meets for two sessions a week of direct instruction for sixteen weeks during the 2026 semester. Please plan for a minimum of eight hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

Student Learning Outcomes/Course Objectives
This course will explore linear equations, operations of integers, rational numbers, polynomials, and factoring.

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

- Add, subtract, multiply, and divide positive and negative numbers, including integers, fractions, and decimals.
- Use the correct order of operations when simplifying a numerical expression.
- Solve linear equations in one variable.
- Solve word problems involving linear equations in one variable.
- Graph simple linear equations.
- Calculate the slope of a line between two points.
- Find the equation of a line from pairs of points or a point and a slope.
- Simplify expressions with integer exponents.
- Add, subtract, multiply, and divide polynomials.
- Factor lower-order polynomials.

Prerequisites and Co-requisites

- Prerequisites/placement: M*inimum Next-Gen ACCUPLACER Arithmetic score of 244 or Math ACT score of 15 or based on high school transcript review (GPA 2.3+)* or LCPMAS math score of 3.

- Co-requisite: MATH 1996: Critical Thinking for Math. You must be registered for or have passed the course with a C or better.

- While MATH 100 provides credit toward establishing a full-time load for financial aid purposes, this course does NOT satisfy UNM general education core course requirements.

COURSE MATERIALS:

Textbook: "Developmental Mathematics," 2nd edition, by Sullivan, Struve, Mazzarella. You will access the E-text and online homework assignments through the Access Pearson courseware link in Canvas, do not opt out or purchase the book or code elsewhere. You will be charged through your Bursar's account.
Optional: You may "upgrade" your access by purchasing a hard copy 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 tutoring center (you will not be able to take the book home).

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. The preferred operating systems are Windows or Apple.
- 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 log in to the MyMathLab (MML) homepage, run the Installation Wizard to ensure you have all the appropriate software installed. Also, make sure you are allowing popups.
- Access to UNM Canvas requires you to use your UNM NetID to log into UNM Canvas. You may access it directly via canvas.unm.edu
- Adobe Reader (a free download), preferably version 11.0 or better

TECHNICAL SKILLS AND REQUIREMENTS

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

- Use UNM Canvas
- Use email – including attaching files, opening files, downloading attachments
- Use Microsoft Office applications Create, download, update, save and upload MS Word documents
- 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 significantly affect performance. ***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)
- Laptops may be available for checkout for the semester from the UNM-Valencia Library. Contact the librarians for more information.

● 4-function handheld calculator for homework, classwork, and exams. This cannot be an app on your phone.

Technical Support

- For UNM Canvas 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

COURSEWORK AND PARTICIPATION

Instructor Response Time

I routinely check the course and my emails, Monday (8 am) – Friday (noon). I do not check emails on the weekends. 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 the end of the day on Tuesday.

Procedures for Completing Coursework and Late Policy

- You are allowed three (3) late passes for the semester. Let me know what assignment you want to use the late pass for. Once the 3 passes are used, no late work will be accepted, so use your passes wisely! Exams and quizzes cannot be made up!
- Weekly assignments must be completed not later than the due date for full credit.
- All written work needs to be turned in at the beginning of class.
- No assignments will be accepted more than a week past the due date. If you miss the due date for MML homework, you must ask me for the password to complete it.
- You are encouraged to do corrections on all written homework assignments and/or tasks to improve your grade. These corrections must be done within two weeks of the due date. **You cannot do corrections on late assignments!**
- **No late work will be accepted after November 30th, 2026.**

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 Canvas
- 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

Here are the reasons you may be dropped from the class:

- If you miss the first week of the semester – If you do not attend the class and/or communicate with the instructor.
- If you are not registered in MML and completing assignments by the end of the first week.
- If you are not registered for Math 1996 or drop the course, you will be dropped from Math 100.

- If you fall behind deadlines by more than two weeks.

If you added late, documentation of absences starts 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.

Grading Procedures: Below is how you will progress through the material and complete your work for the class

MyMathLab Homework (10% of your overall grade): Online homework is assigned nearly every week based on the course outline. Weekly assignments in MyMathLab must be completed not later than the indicated date in MML. They will be Due on Wednesdays by 11:59pm

Written Homework (**15% of your overall grade):** Each unit will have a separate written homework and must be completed no later than the beginning of class on Thursdays as indicated on the outline. The purpose of the written homework is to determine if you are understanding the concepts correctly. Illegible homework will not be graded.

Tasks (15% of overall grade) This course requires the completion of several tasks throughout the semester. You can work with each other on these projects, but you must submit YOUR work. The projects are worth 20% of your overall course grade and will be due Thursdays at the beginning of class.

Quizzes (20% of your overall grade): There will be 6 written quizzes total. Each quiz will cover 2 units. You will be allowed a 3x5 notecard with notes and a 4-function calculator during your quizzes. Even if your final answer to a problem is correct, ***if there is no work or explanation to support your solution you will NOT receive full credit for that question***.

Midterm Exam: (20% of the overall course grade): Your midterm exam will occur at about the half-way point in the course. Use this exam as a trial run for your final exam – i.e., prepare for it in the same way you would prepare for your final. The exam is written (pencil-paper) and you can use a stand-alone 4 function calculator on the exam and a 3x5 notecard with notes. Even if your final answer to a problem is correct, ***if there is no work or explanation to support your solution you will NOT receive full credit for that question***

Final Exam: (**20% of your overall course 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 allowed a 3x5 notecard with notes and you can use a 4 function calculator. You are allowed to take the final ***only once***. Your Final is scheduled for Tuesday December 8th 9am – 11am

***You must have a course average of 70% or better to earn a passing grade in the course.**

Grading Course Averages

MML Homework	**10%**
Written Homework	**15%**
Tasks	**15%**
Quizzes (6 Total)	**20%**
Midterm	**20%**
Final	**20%**
Total	**100%**

***You must 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**
RA	70% or better **AND** 90% or better
RB	70% or better **AND** 80% to 89%
RC	70% or better **AND** 70% to 79%
RCR	70% or better **AND** 70% or better
RNC	Any AND 69% or less

SEMESTER DEADLINES:

- Deadlines will be different for first and second 8-week classes
- Deadlines are 11:59 p.m. MT unless otherwise notated
- All Dates are subject to change

	Deadline	**Fee**
First day of classes	August 17	
Last day for wait list	August 21	No fee
Last day to ADD sections/CHANGE credit hours and CHANGE grade mode in LoboWeb	August 28	No fee
Enrollment cancellation	August 28	

Last day to DROP without a grade of "W" and 100% refund via LoboWeb	September 4 at 5 PM	No fee
Last days to ADD sections/CHANGE credit hours and CHANGE grade mode with **Enrollment Authorization – During the Term form** *Found under Course Related Forms.*	August 31 -- September 4 at 5 PM	$10
Last day to DROP via LoboWeb	November 6	No fee
Registration Opens for Late Starting Courses via LoboWeb	November 2	
Last day to ADD sections/CHANGE credit hours and CHANGE grade mode with **Enrollment Authorization – During the Term form** *Found under Course Related Forms.*	December 4 at 5 PM	$75
Last day to drop with the Student Drop Course *Found under Course Related Forms.*	December 4 at 5 PM	
Last day to report removal of incomplete	December 17 at 5 PM	No fee

Breaks and Holidays:
Labor Day: September 7
Fall Break: October 8–9
Thanksgiving Break: November 26 –29
Winter Break (University Closed): December 23 –January 1

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 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 with.
- Office Hours: See my Instructor led study sessions listed at the beginning of this syllabus. Feel free to come by 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 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
- Work will be graded and returned with feedback. You are encouraged to do corrections and resubmit any written homework or project assignments to improve your grade up to two weeks after return.

UNM POLICIES

Accommodations: UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and the opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact the UNM-Valencia Equal Access Services (Sarah Clawson, Coordinator), at (505) 925-8840 or by email at sjclawson@unm.edu.

UNM is committed to providing courses that are inclusive and accessible for all participants. As your instructor, it is my objective to facilitate an accessible classroom setting, in which students have full access and opportunity.

If you are experiencing physical or academic barriers, or concerns related to mental health, physical health, please consult with me after class, via email or during office hours. You are also encouraged to contact Accessibility Resource Center at arcsrvs@unm.edu or by phone 277-3506.

If you are a Valencia campus student, contact Equal Access Services at Valencia Campus at (505)925-8560 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.

UAP 2720 and 2740. Our classroom and university should foster mutual respect, kindness, and support. If you have concerns about discrimination, harassment, or violence, please seek support and report incidents. Find confidential services at LoboRESPECT Advocacy Center, the Women's Resource Center, and the Arcoiris Center. UNM prohibits discrimination on the basis of sex (including gender, sex stereotyping, gender expression, and gender identity). All instructors are "responsible employees" who must communicate reports of sexual harassment, sexual misconduct and sexual violence to Compliance, Ethics and Equal Opportunity. For more information, please see UAP 2720 and UAP 2740.

Responsible Learning and Academic Honesty: Cheating and plagiarism (academic dishonesty) are often driven by lack of time, desperation, or lack of knowledge about how to identify a source. Communicate with me and ask for help, even at the last minute, rather than risking your academic career by committing academic dishonesty. Academic dishonesty involves claiming that work created by another source is your own original work. It is a Student Code of Conduct violation that can lead to a disciplinary procedure. When you use a resource in work submitted for this class, document how you used it and distinguish clearly between your original work and the material taken from the resource.

Respectful Conduct Expectations: I am committed to building with you a positive classroom environment in which everyone can learn. I reserve the right to intervene and enforce standards of respectful behavior when classroom conduct is inconsistent with university expectations. Interventions and enforcement may include but are not limited to required meetings to discuss classroom expectations, written notification of expectations, and/or removal from a class meeting. Removal from a class meeting will result in an unexcused absence. 3 or more unexcused absences may result in permanent removal and a drop from the course (see attendance policy). The University of New Mexico ensures freedom of academic inquiry, free expression and open debate, and a respectful campus through adherence to the following policies: D75: Classroom Conduct, Student Code of Conduct, University Policy 2240 – Respectful Campus, University Policy 2210 – Campus Violence.

Thriving and finding support: Students are especially successful at UNM when they take advantage of support and get involved in campus and academic life. The Student Life tab on the student and instructor MyUNM login page provides direct links to well-being resources, including financial capability, mental health, food, jobs, and resource centers. The Student Life tab on MyUNM will help you identify academic resources like peer tutoring and opportunities like study abroad. You can contact academic advisors and resource advisors for information and guidance via Student Hub on MyUNM. I look forward to providing you with information about academic opportunities related to our class and to helping you find support resources.

Title IX Reporting Obligations: Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus, especially the LoboRESPECT Advocacy Center and the support services listed on its website (http://loborespect.unm.edu/). Please note that, because UNM faculty, TAs, and GAs are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX coordinator at the Office of Compliance, Ethics, and Equal Opportunity. For more information on the campus policy regarding sexual misconduct, please see: https://policy.unm.edu/university-policies/2000/2740.html.

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 vrc@unm.edu. The Veterans Coordinator at UNM-Valencia is in the Student Services Office, at 505-925-8560.

Land Acknowledgement: Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the community statewide. We honor the land itself and those who remain broader stewards of this land throughout the generations and acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

Math 100: Introductory Algebra (FALL 2026) (Course outline is subject to change)

Week	Dates	Units & Section Covered	Homework Assignments and Tasks Due • All written assignments are due at the beginning of class Thursdays • Online homework is due Wednesdays by 11:59pm
1	8/17 – 8/21	Unit 1: 8.1 & 8.2	Read Syllabus!
2	8/24 – 8/28	Unit 2: 3.7 & 4.5	Unit 1: • MML Homework Unit 1 • Written Homework #1 • Introduction Task and Task 1
3	8/31 – 9/4	Unit 3: 8.5	Unit 2: • MML Homework unit 2 • Written Homework #2 • Task 2 • Quiz #1
4	9/8 – 9/11	Unit 4: 5.4, 5.5, & 5.6	Unit 3: • MML Homework Unit 3 • Written Homework #3 • Task 3
5	9/14 – 9/18	Unit 5: 6.1, 6.2	Unit 4: • MML Homework Unit 4 • Written Homework #4 • Quiz #2
6	9/21 -9/25	Unit 6: 6.4 & 6.5	Unit 5: • MML Homework Unit 5 • Written Homework #5 • Task 5
7	9/28 – 10/2	Review Units 1-6 for Midterm	Unit 6: • MML Homework Unit 6 • Written Homework #6 • Task 6 • Quiz #3

8	10/5-10/7	Midterm on Tuesday 10/6	
Fall Break 10/8 and 10/9 No Class			
9	10/12 – 10/16	Unit 7: 6.6, 6.7	Nothing Due
10	10/19 – 10/23	Unit 8: 9.1 & 9.2	Unit 7 • MML Homework Unit 7 • Written Homework #7 • Task 7
11	10/26 – 10/30	Unit 9: 9.3,9.2, & 9.5	Unit 8 • MML Homework Unit 8 • Written Homework #8 • Quiz #4
12	11/2 – 11/6	Unit 10: 11.1 & 11.2	Unit 9 • MML Homework Unit 9 • Written Homework #9 • Task 8
13	11/9 – 11/13	Unit 11: 11.3 & 11.4	Unit 10 • MML Homework Unit 10 • Written Homework #10 • Quiz #5
14	11/16 – 11/20	Unit 12: 12.1 & 12.2	Unit 11 • MML Homework Unit 11 • Written Homework #11 Task 9
15	11/23 – 11/25	Unit 12 Continued	Unit 12 • MML Homework Unit 12 • Written Homework #12
Thanksgiving Break: November 26 –29 NO CLASS			
16	11/30 – 12/4	Review for Final	• Review For Final • Quiz #6
12/7 – 12 /11 Finals Week		Tuesday December 8th 9am – 11am	