



## Math 021/022: Introduction to Algebra

Spring 2021

Instructor: Edric Chavez

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4 Credit Hours

### COURSE DESCRIPTION 021

Sect.	CRN	Class Time	Days	Location	MML Course Code
503	40283	6:00pm–7:40:pm	M/W	Zoom Online/	chavez06523
523	56350	6:00pm-7:40pm	M/W	Zoom Online/	chavez06523

### Course Description 022

Sect.	CRN	Class Time	Days	Location	MML Course Code
513	40285	6:00pm–7:40pm	M/W	Zoom Online/	chavez67413
533	56351	6:00pm–7:40pm	M/W	Zoom Online	chavez67413

*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).*

#### ZOOM ROOM INFORMATION: MON & WED 6:00PM – 7:40PM.

Join Zoom Meeting: <https://unm.zoom.us/j/94967424286>

#### Online Office Hours via Zoom: MON & WED 4:00PM - 5:00PM

Join Zoom Meeting: <https://unm.zoom.us/j/94967424286>

#### 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: *Minimum Next-Gen ACCUPLACER Arithmetic score of 244 or Math ACT score of 15 or based on high school transcript review (GPA 2.3+).*
- *Co-requisite: MATH 1996: Critical Thinking for Math.*
- 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.

## 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 at [Online Student Documentation<sup>1</sup>](#)). 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
- 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 *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<sup>2</sup>](#))
- Please update your contact information in LoboWeb: [MyUNM Login<sup>3</sup>](#). 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<sup>4</sup>](#). Contact the librarians for more information.

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

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

<sup>3</sup> <http://my.unm.edu/home>

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

## 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:

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.

"Developmental Mathematics," 2nd edition, by Sullivan, Struve, Mazzarella. There will be an e-text included with your MyMathLab access purchase.

***Do not purchase a MyMathLab access code that gives you fewer than 5 months of access.***

### Recommended and 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](http://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**

- Weekly assignments must be completed not later than the due date for full credit. You must notify your instructor if you wish to work on an assignment that is past due. A 30% penalty may be incurred for late pending on circumstances.
- 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 always observe course netiquette

## **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. It 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* 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 that 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 written in the upper case; this is the visual equivalent of SHOUTING. It is considered aggressive and is regarded as 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:** Below is how you will progress through the material:

**Attendance/Lecture: (10% or overall grade)**

- You are expected to attend the weekly zoom lectures. You will receive 15 points towards your attendance grade for each day.
- The expectation in this class is that you will have your video on. If you have a compelling reason for wanting to keep your video off, please let me know privately. Also, you should dress for class as if you were attending in person.
- You are expected to participate each week in learning the material covered

**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 zoom lectures and/or never log into UNM Learn or communicate with the instructor.
- If you are not registered in MML and completing assignments by the end of the first 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.
- 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.

**MyMathLab Homework (20% 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.

**Written Homework: (20% of your overall grade):** Each unit will have a separate written homework and must be completed no later than the beginning of class 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: (20% 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.

**Midterm Exam: (10% 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 calculator (see above) on the exam. 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.** A formula sheet will be provided for each exam. The formula sheet must be submitted with the exam.

**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 given a formula sheet for the final and you can use a calculator. You are allowed to take the final **only once.**

**\*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.**

## **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 submitted as an attachment through Blackboard Learn. 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**

### **COURSE AVERAGES:**

Attendance/Lecture	10%
MyMathLab Homework	20%
Written Homework	20%
Tasks (9)	20%
Midterm Exam	10%
Cumulative Final Exam*	20%
<b>Total</b>	<b>100%</b>

**\*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.**

<b>Letter Grade</b>	<b>Final Exam score AND Course Weighted Average</b>
<b>RA</b>	70% or better <b>AND</b> 90% or better
<b>RB</b>	70% or better <b>AND</b> 80% to 89%
<b>RC</b>	70% or better <b>AND</b> 70% to 79%
<b>RCR</b>	70% or better <b>AND</b> 70% or better
<b>RNC</b>	Any AND 69% or less

## **UNM POLICIES**

### **COVID-19 Updates for Instructors on UNM's main campus Fall 2021**

1. **Indoor Masking:** Because of the current rates of community transmission of COVID, and to provide good modeling of mask wearing and model proper behavior for students, instructors will wear masks while teaching in-person, until conditions

allow more flexibility. The previously provided instructor exemption allowing vaccinated instructors to teach unmasked when sufficiently distanced from learners is therefore in temporary abeyance. At the start of the semester, instructors should be masked. The advisability of instructors teaching without masks will be re-evaluated in early September and, if the exemption can be restored, it will be.

Instructors will likely find it easier to teach in disposable masks, rather than reusable cloth masks. We have ordered and will distribute silicone mask inserts to units who have faculty who wish to use them while lecturing (please be mindful of fit and seal). Instructors can call 277-5757 option 2 for information on check-out of microphones. The Academic Technologies staff in the AT annexes in DSH, CTLB, and MITCH can assist with microphone check-out. The UNM Bookstore is selling clear masks for \$4.50 or less.

The following recommended syllabus language should be changed to remove the lined out sentences and add the underlined sentence:

UNM Requirement on Masking in Indoor Spaces

All students, staff, and instructors are required to wear face masks in indoor classes, labs, studios and meetings on UNM campuses, see the masking requirement. Qualified music students must follow appropriate specific mask policies issued by the Chair of the Department of Music and the Dean of the College of Fine Arts. - Students who do not wear a mask indoors on UNM campuses can expect to be asked to leave the classroom and to be dropped from a class if failure to wear a mask occurs more than once in that class. Students and employees who do not wear a mask in classrooms and other indoor public spaces on UNM campuses are subject to disciplinary actions. UNM will periodically evaluate and update the mask policy relative to public health conditions.

2. **Air exchange:** Information is available about [UNM building HVAC systems and air exchange](#) which are set to CDC guidelines.

3. **Classroom occupancy levels:** The average classroom occupancy level for Fall 2021 is 50% of capacity. 70% of classes are at 60% capacity and below. 48% of classes are at 45% capacity and below. Departmental decision-making about classroom preferences and enrollment led to scheduling some classes at greater than 80% capacity.

4. **Current UNM Main campus vaccination rate:** Self-reporting and vaccination validation in the UNM community indicate full vaccination of 85% of faculty, 67% of staff, and 58% of students. See <https://covid.unm.edu>. We are anticipating updated data from the NM DOH which will give us insight into vaccinated individuals who have not yet reported their status. These occasional reports generally confirm higher vaccination rates than the UNM dashboard shows.

5. **Disciplinary action for students who do not comply with the mandate:** instructors are not responsible for disciplinary action relative to a student's non-compliance with the vaccination mandate. UNM is reviewing the best course for student disciplinary action.

6. **Microphones for faculty teaching mid-sized to large classes:** Instructors can call 277-5757 option 2 for information on check-out of microphones. The Academic Technologies staff in the AT annexes in DSH, CTLB, and MITCH can assist with microphone check-out.

7. **UNM Main Campus on-site Vaccination Clinics:** UNM is offering free on-site COVID-19 Vaccination Clinics at Main Campus and Valencia Campus locations. Vaccines are available in the Student Union Building (SUB) Atrium, Monday – Friday from 10 a.m. to 2 p.m. through Aug. 27 and the same times **during the whole month of September**.

Aug. 30 and 31 there will be clinics offered at the Valencia Campus, from 10 a.m. to 2 p.m. in the Learning Resource Center, Learning Rooms 101A and 101B. The vaccine is free and no appointment is necessary.

**UNM Valencia Campus will have a vaccine clinic on August 30<sup>th</sup>-August 31<sup>st</sup> from 10am to 2pm**

Covid-19 Vaccination at a variety of locations may also be scheduled through the New Mexico Department of Health COVID-19 Vaccination [site](#).

8. **Requests for accessing a face-to-face or hybrid class remotely:** Instructors should not feel that they must offer a course simultaneously in person and remote streamed (sometimes called "hiflex"). Students may request accommodations by working with the Accessibility Resource Center. Possible accommodations may include attending class remotely but only in cases in which the instructor agrees that remote attendance will not lessen the learning experience and only when the student has a documented need for an accessibility accommodation.

9. **COVID-19 Symptoms and Exposure, Academic Flexibility and Student Support:**

*UNM's COVID-19 Rapid Response Team (RRT), comprised of medical and emergency response professionals, will operate in Fall 2021 and in coordination with the New Mexico Department of Health and its contact tracing team. RRT evaluates a range of COVID-19 transmission and positive data, addresses exposure events from positive students and manages follow-up around communication, medical care, testing, and isolation.*

*All positive cases in the state are reported to the New Mexico Department of Health, which provides follow-up contact tracing. Faculty are not responsible for identifying potential contacts of students who report having tested positive for COVID-19.*

If a student is feeling sick and is experiencing symptoms of illness, consider extending flexibility around academic deadlines. Provide information about student support resources (see <http://goweb.unm.edu/studentguide/> and <https://students.unm.edu> for quick links), including [mental health resources](#), [student resource centers](#), [peer tutoring](#), and [crisis support](#) and offer affirming referrals to services.

Students experiencing symptoms associated with COVID-19 should not attend class or come to campus and should be advised to consult with [Student Health and Counseling](#) (SHAC) at (505) 277-3136 or their regular medical provider. Individuals do not need to seek medical attention if they are asymptomatic.

Students who are asymptomatic but afraid of having been exposed to COVID-19 can self-monitor for symptoms and seek medical attention if symptomatic ([Student Health and Counseling](#) (SHAC) at (505) 277-3136). Encourage students concerned about COVID-19 to consult the [New Mexico Department of Health website](#) for information about vaccination efficacy and COVID-19 symptoms and transmission. Share information about widely available and free COVID-19 [testing](#) and [vaccination](#).

10. **Main Campus Course modality:** 66% of our courses are face-to-face, 12% are hybrid, and 22% are online max.

11. **Individuals who are immunocompromised** can receive a booster by registering at <https://goodtimes.vaccinerm.org/stay-ahead-nm/>.

## 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](#)<sup>5</sup> (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](#)<sup>6</sup>.

[Read more about UNM policy regarding sexual misconduct](#)<sup>7</sup>.

## 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](#)<sup>8</sup> has additional helpful information on this topic.

## Accessibility and Accommodations

The Americans 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 reasonable accommodations for their disabilities. If you have a disability requiring accommodation, please contact:

- [UNM-Valencia Student Services](#)<sup>9</sup> if you are a Valencia campus student. The phone number is 505-925-8560
- [UNM Accessibility Resource Center](#)<sup>10</sup> 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.

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

<sup>6</sup> <http://oeo.unm.edu/>

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

<sup>8</sup> <https://copyright.unm.edu/>

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

<sup>10</sup> <https://arc.unm.edu/>



## Accessibility Statements

[Blackboard's Accessibility statement](#)<sup>11</sup>

[Microsoft's Accessibility statement](#)<sup>12</sup>

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

## Academic Integrity, Plagiarism, and Not Doing Your Own Work

UNM has specific policies concerning academic dishonesty: <https://policy.unm.edu/regents-policies/section-4/4-8.html>

### Section 4.8: Academic Dishonesty :: University Policy | The University of New Mexico

Adopted Date: 09-12-1996 Amended: 06-12-2012. Applicability. This policy applies to all students at the University with regard to academic activities and professional activities related to academic work.

[policy.unm.edu](https://policy.unm.edu)

**What Constitutes Cheating:** Cheating is any behavior that short circuits *your* learning. This can range from mindlessly mimicking what you see in the readings or examples, to simply copying someone else's solution, to paying someone to complete the assignment or course for you. The use of any program or app like Chegg, Wolfram Alpha, PhotoMath and others on your computer or phone to copy down solutions for homework, quiz, or exam questions constitutes plagiarism and cheating. If you ask for help from someone other than the instructor or a tutor and then just copy down what they tell you, that is also cheating. In all your assignments you should demonstrate what you understand. If you do not understand, ask for help from your instructor!

*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 financial disenroll dates.*

## UNM RESOURCES

- [UNM Valencia Campus Tutoring Services](#)<sup>13</sup>
- [UNM Main Campus CAPS Tutoring Services](#)<sup>14</sup>
- [UNM-Valencia Library](#)<sup>15</sup>

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

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

<sup>13</sup> <http://valencia.unm.edu/campus-resources/the-learning-center/learning-center.html>

<sup>14</sup> <http://caps.unm.edu/services/online-tutoring/olc.php>

<sup>15</sup> <http://valencia.unm.edu/library/index.html>

- [UNM Libraries<sup>16</sup>](#)
- [“Life” Resources available to UNM-Valencia Students<sup>17</sup>](#)
- [Student Health & Counseling \(SHAC\) Online Services<sup>18</sup>](#)

## **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 [vinc@unm.edu](mailto:vinc@unm.edu). The Veterans Coordinator at UNM-Valencia is in the Student Services Office, at 505-925-8560.

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<sup>16</sup> <https://library.unm.edu/>

<sup>17</sup> <http://valencia.unm.edu/students/student-resources.html>

<sup>18</sup> <https://shac.unm.edu/>