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INSTRUCTOR: Anna Durakiewicz
OFFICE: online meetings
CONTACT: phone: 505-661-4694
e-mail: adurakie@unm.edu (preferred)
web: http://www.unm.edu/~adurakie/

MATH 150
Precalculus -Online

OFFICE HOURS: by appointment virtually through via ClassLive in MML or join.me

You may expect to do on average 10-15 hours per week.

Even though it is online course the Final Exam needs to be taken life "paper pencil" style at UNM Los Alamos Campus or Main Campus.
Please read this syllabus all the way through. Lots of important information is found in it. You MUST watch all video clips: http://youtu.be/X7RpJhH9FLw also included under the [How to get help?] button found in MyMathLab. This is where you will learn how everything works. Quiz #1 (Orientation Assignment) must be completed to get started in the course. Do not forget to post your introduction into Discussion Board!

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THE UNIVERSITY OF NEW MEXICO - LOS ALAMOS
COURSE SYLLABUS

Catalog Description

In-depth study of polynomial, rational, exponential and logarithmic functions and their graphs. Includes the fundamental theorem of algebra, systems of equations, conic sections, parametric equations and applications in geometry. Exploration of the graphing calculator. Prerequisite: C (not C-) or better in Math 121 or fulfillment of departmental placement requirements. Co-requisite: Math 123.

OFFICE HOURS

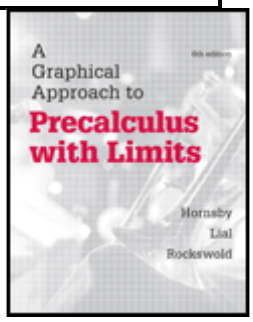
UNM–Los Alamos:
Online real-time by appointment: via join.me, chat (in MML go to Course Tools -> Chat&ClassLive -> Join Session)
Email anytime.

INSTRUCTOR

Your instructor is Anna Durakiewicz. To contact me about this course, you may email me at adurakie@unm.edu (this is the preferred method), phone me at 505-661-4694. I will try to respond to any email message within 24 hours (usually quicker) except on weekends. If you have an issue that needs a quick response time, please give me a call anytime.

I will be sending messages weekly using the announcement and email within MyMathLab. This will be sent to the same email you use to register in MyMathLab**. Be sure to register using the email address you use/check frequently when registering for our course in MyMathLab.**

TEXT BOOK



Textbook ISBN-13: 978-0-321-90032-6. A Graphical Approach to Precalculus with Limits, /e by John Hornsby, Margaret Lial and Gary Rockswold plus MyMathLab access. +MML student access code

You may purchase textbook at MBS. MBS is the online bookstore used by UNM-LA (http://bookstore.mbsdirect.net/unm.htm). Any books purchased through an alternative source cannot be sold back to the MBS bookstore. The publisher's access code is required and it probably will not be packaged with used books or books purchased from another seller.

If you prefer you may purchase Access Code only and NO printed book: Purchase MyMathLab access which includes an e-book: MyMathLab Access Kit (packaged free with NEW book). The MyMathLab access kit includes an electronic version of the textbook; this could be used in lieu of the hard copy of the book if you are good with reading online. If you purchase a used book, you must purchase a new access kit. The kit is available at the Pearson website for a cost of $80 if you have a credit or debit card. To do this you must be prepared to register in our course within MyMathLab. There are instructions for doing this at the back of this syllabus.

Course ID: durakiewiczXXXX –please contact me via email for this information

To register go to MyMathLab at: http://www.coursecompass.com
Go to "How to Register" under STUDENTS title, or go to
http://www.coursecompass.com/html/student_how_to_register.html

BASIC COMPUTER REQUIREMENTS FOR MYMATHLAB

Since this course is taught entirely online, frequent use of a computer is required. Students must have access to a computer and to the internet, and they will need to be familiar with the use of a browser such as Internet Explorer, Mozilla, Safari, or Firefox. Access at least part time to a broadband (high speed) internet network, such as DSL, cable, wireless, or satellite, is strongly recommended, since some of the assignments may involve audio and video clips. Students can access a broadband network at many libraries and on campus.

From the UNM-LA campus, you can access Learn and MyUNM from public computers, from computers in computer labs, and from computers in the library. If you wish to use your own computer on campus, you can connect to one of the UNM-LA Wireless networks. Instructions for accessing these are given here: http://losalamos.unm.edu/campus-life/computing-services/wireless-network.html

Plug-ins: This course requires Flash Player which you likely already have installed in your Internet browser. There is a browser check (found inside your course) where you can update or install it if you do not already have it. To view the publisher-made videos, you will need QuickTime. This will also be installed during the browser check. If you wish to view the classroom captures, you will need to install Microsoft Silverlight on your computer. You will be directed to the website the first time you try to view a classroom capture. All plug-ins are free.

You will need the latest version of Adobe Acrobat Reader which can be downloaded from www.adobe.com/products/acrobat/readstep2.html I try to post all documents in PDF and DOC formats for easy viewing on both PC and Mac. If you cannot read given document, you will need to let me know so that I can save it in a different format for you. Sometimes the use of the Firefox browser distorts PDF files that I create. This can usually be remedied by using a different browser.

OPERATING SYSTEM	VERSION	BROWSER
Microsoft Windows	Windows 8 and 7	Chrome Firefox Internet Explorer 10 and 9
Mac OS	10.8 (Mountain Lion)	Chrome Safari Firefox
	10.7 (Lion)	Chrome Firefox
	10.6 (Snow Leopard)	Safari 5

Participation

Overview: You are expected to fully participate for about 10-15 hours each week. Step-by step participation activities with the due dates are given on page 14 and included in your MML calendar

The following are mandatory activities.

1. Please start with familiarizing yourself with the course syllabus - the most recent version is under [Syllabus] button
2. Complete and submit Quiz #1 via email to me at adurakie@unm.edu. The copy of the quiz is available under [Quiz 1] button
3. Go to MyMathLab page and run Browser Check to make sure you can view course materials. View How to Enter Answers to learn about entering answers with math notation.
4. In MML platform click on [Homework] button and do “Chapter 0 Homework” that will walk you through the course navigation and teach you how to use the course tools.
5. Post your introduction to [Introduce Yourself] forum
6. Step-by step participation activities with the due dates are given under [Course Schedule] and included in your MML calendar
7. Watch the video lectures under [Homework assignments] e.g. ”Video Lecture for Section x.x”

8. Make the lectures notes on paper, use them for the revision. The notes are due at the time of the Final Exam

9. Participate in online office hours are needed to obtain clarification on topic taught. Use [Course Tools] tab and 'Chat & ClassLive' Join Session

10. Submit the homework assignments under [Homework] quizzes and tests under [Quizzes&Tests] in MML

11. Please pay close attention to Announcements included in Course Home page

12. Read and respond to emails send by instructor.

13. Take paper-pencil final exam either at UNM Main Campus or UNM Los Alamos Campus

The following are optional activities.

The optional activities and materials do not contribute to your final grade, but they will give you opportunity for personalized learning experience, self-assessment and extra practice.

1. [Study Plan] -use it for self-assessment and extra practice
2. [Multimedia Library] - use it for learning the content using publisher created lectures recordings, presentations and animation.
3. [Tools for Success]- use it if you need addition revision activities, access to formulas, if you need help with graphing calculator and additional interesting precalculus projects.

ASSESSMENT

UNM-Los Alamos conducts ongoing assessments of student learning so it can continue to improve its curriculum to give you the best education possible. The mechanism for this assessment will be selected by your instructor and may include exams, projects or other assignments. The assessment will focus on the learning outcomes listed in this syllabus. The data from this assessment will be collected anonymously. It will be reported to the department, the Office of Instruction and posted on the web. The information collected will be used to make improvements to curriculum and teaching. This assessment is not a reflection of your grade and is not a grading exercise; it is simply an evaluation of how well students are mastering certain skills.

Course Evaluation

Students will be requested to participate in an online course evaluation near the end of the course. It is similar in intent, but somewhat different from, the paper course evaluation that is given in face-to-face classes. UNM-LA requests that all students participate, because the information they provide is helpful in improving courses for future students.

Course Objectives

1. **Communication:** Students will use proper mathematical notation and terminology to communicate mathematical phrases. Students will properly interpret graphs. (HED Area II Mathematics, Algebra Competency # 3)
2. **Working with exponential and logarithmic functions:** Students will solve exponential and logarithmic equations, graph exponential and logarithmic functions and determine proper overall behavior for the graphs. Students will apply this knowledge when examining real world problems of exponential growth and decay. (HED Are II Mathematics, Algebra Competency # 1,2,3, & 4)
3. **Analytical Geometry:** Students will identify and graph conic sections. Students will graph and apply algebraic tools with parametric equations. (HED Are II Mathematics, Algebra Competency # 4)

4. **Systems of equations:** Students will solve systems of equations using various methods. They will apply this knowledge to real world problems.
5. **Sequences and Series:** Students will learn to use series and sequences. Students will also use mathematical induction to prove formulas and use the Binomial Theorem to calculate binomial coefficients.
6. **Limits**: Students will show an intuitive understanding of the concept of limit and be able to determine the limit of a function

Special Topics

7. **Counting Principles and Probability:** Students will use the Fundamental Counting Principle. Students will find the probability of the events using adequate properties of probability.

Learning Outcomes:

At the conclusion of the course, the student should be able do the following with at least 75% accuracy.

Course Objective # 1 Communication

1. Use proper mathematical notation and terminology to communicate mathematical phrases.
2. Read and interpret graphs.

Course Objective # 2 Working with Exponential and Logarithmic Functions

3. Solve exponential and logarithmic equations.
4. Graph exponential and logarithmic functions and determine overall behavior for the graphs.
5. Understand inverse relationship between logarithmic and exponential functions and use this relationship to find their graphs.
6. Use exponential and logarithmic functions to solve real world problems of exponential growth and decay.

Course Objective # 3 Analytic Geometry

7. Graph equations of conic sections and apply knowledge of conics to solve application problems.
8. To graph simple parametric equations both by hand and by graphing utility, and how to eliminate the parameter.

Course Objective # 4 Systems of equations

9. Solve systems of equations by graphing, by elimination, by substitution, by using matrices, and by applying Cramer's rule.
10. Perform the matrix operations of addition, scalar multiplication, and matrix multiplication.
11. Find the inverse of a square matrix, if it exists.
12. Find the determinant of a 2X2 matrix and a 3X3 matrix by hand.
13. Use a calculator to do matrix operations, including row operations, and to find determinants of square matrices.

Course Objective # 5 Sequences and Series

14. Recognize arithmetic and geometric sequences and series.
15. Find nth terms of arithmetic and geometric sequences.
16. Find sequences of partial sums of arithmetic and geometric series.
17. Understand and do some proofs by mathematical induction.
18. Understand and use the binomial theorem.

Course Objective # 6 Limits

19. Find limits of a function numerically, graphically and algebraically.

Special Topics

Course Objective # 7 Counting Principles and Probability

20. Use the formulas for permutations, combinations and distinguishable permutations.
21. Use the Additive Rule for finding probabilities
22. Find the probability of the exclusive event or complement of an event.
23. Review of Trig as needed
24. Review of Polar Coordinates and Complex numbers as needed

COURSE OVERVIEW

Overview: This course requires your participation in a number of ways. You must learn the material from each of the sections we cover. In order to accomplish this task you should:

- As part of the class activities you are required to watch video recording of the lectures before starting your homework. The lectures are available in MML under [Homework] - Video Lecture assignments.
- Media assignments help you solve your homework problems. Please watch these before attempting to do the homework.
- Optional: View Publisher created videos of each section.
- Optional: View Publisher created PowerPoint Lectures for each section that we cover,

You will then be required to:

- Complete lecture notes on paper.
- Complete homework assignments within MyMathLab, (you can reach it directly by typing in www.coursecompass.com),
- Take quizzes within MyMathLab .
- Take chapter tests online.
- Participate in live or virtual office hours as needed,
- Complete a comprehensive final exam which will be a live proctored exam.

You will always be required to:

- Respond to every email request from your instructor
- Participate in all group discussion topics that are sent out

You should check Announcements each time you log in to the online classroom.

You will receive information about campus emergencies via LoboAlerts. Confirm that you are signed up to receive notifications on http://loboalerts.unm.edu.

Course Communications: In this course we will use MyMathLab Course Messages to communicate with each other. I will not send email to your UNM or other external account except in case of an emergency, and you should expect to initiate and receive all messages about the course from within Course Messages. If you can't log in to MyMathLab, you should contact me at [adurakie@unm.edu] or call at 505-661-4694.

Response Time Policy: You can expect a response from me within 24 hours on weekdays and I do not respond during the weekends to course messages, email messages, text messages, or phone

calls. When you receive a communication from me, you should attempt to reply within 48 hours in weekdays.

General Requirements: You must know or be willing to learn the MyMathLab (Course Compass) interface from Pearson publishers. I will be available for troubleshooting as you get your accounts set up**. All of the work for this math class, except the orientation assignment and final exam, will be done through MyMathLab.**

Technical and Academic Support

Technical Support

If you are having technical problems with MyMathLab, you can contact free technical support in one of the following ways:

- Go to: http://www.pearsonmylabandmastering.com/northamerica/students/support/index.html
- Contact 24/7 technical support at: http://247pearsoned.custhelp.com/
- Use "Help and Support" menu at upper right corner of MyMathLab course home page.

For other technical problems you can contact the following:

- UNM FastInfo: https://unm.custhelp.com/ (UNM searchable knowledge base)
- UNM-LA IT support: go to http://losalamos.unm.edu/campus-life/computing-services/index.html

If you need additional training in computer skills, several tutorials are offered at no charge through lynda.com at http://lynda.unm.edu .

Academic Support

Please direct all content related questions to me via phone 505 661 4694 or email adurakie@unm.edu

MyMathLab offers help while you are working on the problem. Please use buttons available for each assignment: [Help me Solve This], [View an Example], [Textbook], [Ask my Instructor].
Send me e-mail in order to get explanation and help or schedule meeting.

The Academic Support Center at UNM-LA offers tutoring and academic help. For more information, go to http://asc.unm.edu . Questions related to course organization or setup should be directed to me.

CAPS at UNM Main Campus

The UNM Center for Academic Support (CAPS) provides a range of services, including interactive online tutoring, to help students meet the challenges of their courses at UNM.

Library
Click on http://losalamos.unm.edu/library/

The Library at UNM-LA has many electronic databases that you may find useful.

UNM Libraries

Click on http://library.unm.edu/ to go to the main campus UNM Libraries web site. Many, but not all, of the services offered here are available to branch campus students. If you have questions about what you can access or other questions, contact the UNM-LA Library staff at http://losalamos.unm.edu/library/about/staff.html.

Student Services

Student Services is a central hub of information for prospective, current, and former students to find assistance and answers to questions about admissions, academic advising, registration, financial aid, and other resources on campus.
http://losalamos.unm.edu/faculty-staff/student-services/index.html

UNM Accessibility Resource Center

Click on http://as2.unm.edu/ to go to the Accessibility Resource Center pages on UNM Main campus. Your first stop regarding accessibility resources should be with UNM-LA Student Services, Student Success.

The Pathfinder - UNM student handbook

Click on http://pathfinder.unm.edu/ to go to the UNM Student Handbook pages. Pathfinder has links to student services and campus policies that affect students.

ORIENTATION UNIT

In order to make sure that all students and the instructor are acquainted with one another and the UNM's online learning platform, each student will be required to complete Quiz # 1/Course Orientation. This task will consist of several items. This assignment has been sent along with this syllabus in your "Welcome" email. It can also be found inside MyMathLab classroom on the HomePage. Click on the "Quiz 1" button. Please post your introduction to Discussion Board.
If you need help please use [How to get help?] button in MyMathLab
You may access the UNM–Los Alamos Student eLearning guide at http://furpaw.com/elearn/students/eLearning_Student_Guide.pdf for more information about eLearning in general.
Please see [Course Orientation] tab in MML for more detail

ATTENDANCE

"Attendance" and "participation" mean something different in an online class than they do in a face-to-face class, so my policies may differ from the policies you are used to in your traditional classes. I have the option of dropping you from the course: (a) **if you fail to login within 4 days after the beginning of the semester or course start date**, (b**) if you fail to login for more than 2 weeks during the semester without prior notification, or** (c**) if you fail to turn in 4 amounts of assigned work or 2 exams.** You should discuss any planned absences or problems with attendance with your instructor, and you should discuss with your instructor as soon as possible anytime you cannot login for more than a few days or if you fail to complete an assignment.

Drop Policy

If students decide to drop the class, it is their responsibility to do so; they should be aware of University-wide posted deadlines for tuition refunds and mandatory assignment of grades. Students should not assume that the instructor will drop them before a deadline if they simply stop attending a live class or logging in to an online class.
Dropping a course may affect students' financial aid status and/or tuition refund. A drop will result in a grade of W. Students who do not officially drop the class will receive the grade earned based on the syllabus grading criteria, which may be an F.

Your MyMathLab Participation Will Be Monitored. MyMath Lab allows your instructor to monitor your participation in your online class. In addition to seeing all of the posts and comments that you make in Discussions and Chat, your instructor has access to records of when you logged in and what course materials you opened during each session, and how long you worked on the assignment. This data is made available to the instructor to enable evaluation of class participation and to help the instructor identify students having difficulties using online classroom features. You need to show respect to other students and users of the online platform.

HOMEWORK

MEDIA ASSIGNMENTS

PLEASE WATCH VIDEO RECORDED BY YOUR INSTRUCTOR, publisher created Video Lectures that are tied to all homework assignments. You should take advantage of some or all these tools and take notes before you attempt to work the homework problems. The homework assignments titled 'Video Lecture for Section x.x" contain lectures recorded by your instructor and in addition publisher video lectures. The video lectures recorded by your instructor are worth the most points, but if you would like to see more explanation the publisher video is also available. You are required to watch one video recording and make notes. You do not need to watch both recordings. If you have watched the instructor's recordings and understood the topic then simply open and close the publisher recordings and points would be assigned to you. Please note that due dates for Media assignments are before the due dates for associated homework problems. You will receive full credit for each open media assignment prior to the due date for this assignment.

HOMEWORK PROBLEMS

Please use the help buttons available in MML for each problem e.g. [Help Me Solve This], [View an Example], [Ask My Instructor]. If you use "Ask my instructor button in MML, please specify which part of the problem is confusing. You are also very welcome to schedule meeting with your instructor. Homework assignments will be completed within **MyMathLab**. This homework accounts to 25% of your grade. Each problem is evaluated as correct for full credit or incorrect for zero credit. Homework problems can be re-worked if you are not happy with your score. You are expected to do all the problems with 100% accuracy. The homework has **due dates for each assignment, but you may continue to work on the homework past the official due date with 10% penalty.** Although the homework assignments will never be closed to you, allowing you to complete these assignments at any time, if you do not stay up to date, you will likely be unable to complete the course in a satisfactory manner. The due dates for all homework are found on page 14, as well as within MyMathLab [Course Schedule]. MML closes at the last day of instruction, you will not be able submit any assignments after this date.

LECTURE NOTES

It is required to get a **math notebook where you put lecture notes** and notes that you make when working on homework problems on paper in your notebook, labeling each section and each problem. This will help you as you work the problems and as you review and study for tests. I am convinced this will also help you with retention of material.

You are required to take notes while watching YouTube Lecture videos. These notes should contain definitions, formulas and examples showed and worked out by instructor on YouTube videos. These notes need to be presented to the instructor during the final exam. If you present complete set of notes you will receive an extra credit that contributes up to 5% to your final grade.

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QUIZZES

The first quiz is the Orientation quiz 1 that I have attached to your welcome email, also available under [Quiz 1] button.

You will need to submit **quizzes** associated with homework assignments. These are mandatory submissions and they need to be submitted no later than a due date. Please see due dates for these on page 14. The quizzes should be submitted in one session and you can resubmit those only 2 times. The mid-chapter quizzes contain 3-5 questions that need to be submitted without help from any notes or textbook. This way you will know whether you understood the material. At the end of each chapter there is Chapter Review Quiz that contains about 30 problems. Please do this quiz first and then do the Chapter Revision homework. The revision quiz is pre-requisite for the Revision

homework. All quizzes contribute 15% toward your final grade and questions are evaluated as correct or incorrect.

CHAPTER TESTS

There will be 5 chapter tests (see the schedule on page 14). Complete chapter tests within the posted, required timeframe. Each chapter test will be completed within MyMathLab and will **have a strict due date and time limit.**

All of these tests are taken closed book, closed notes, and closed any help. You are on your honor to take these tests under these conditions. If you use your book, notes or help, YOU ARE CHEATING. Besides being dishonest if you do this, you are also cheating yourself out of preparing for the final exam which is proctored and given under the same conditions. Most graphing calculators are allowed. **You may not use a TI 89, TI N-Spire or equivalent.**

You will be given **limited time,** just as you would have if you were in a live classroom, to complete each test. Once you begin the test, you MUST FINISH IT IN ONE SITTING. If you close the test, you will no longer have access to finishing it. **WARNING: These tests should be completed without book, notes or other help regardless of whether you are taking them online or on paper. When you take a test you must have all other windows closed. If you fail to do this, it may cause your test to freeze so that you cannot complete it. You will not have time to complete the test if you must look up how to work each problem.**
You may retake any of the tests you wish for a maximum score of 75%. However, in order to retake a test, you must request access to a new test from your instructor. This will be entirely up to you; I will probably not remind you of this option again. Each retake test must be completed before the next test is due.
Note: All tests have strict due dates and time limits. You will not be able to access the test after the due date without contacting your instructor.
After you take a test or quiz, I will "grade" it, write comments and give partial credit. I will then change your official grade in the MyMathLab Gradebook.

MAKE-UP POLICY

All quizzes and tests will have a firm due date and time. All times are given in Mountain Standard Time. You can see the due date and time in MML. If you find that you cannot complete the required assignment by the due date, you will need to contact the instructor directly either by phone or by email. YOU WILL NOT BE ABLE TO ACCESS ANY QUIZ OR TEST BEYOND THE DUE DATE WITHOUT MAKING THE REQUEST TO THE INSTRUCTOR.

FINAL EXAM

There will be a comprehensive final exam given during the last week of the semester**. It will be a live, proctored test. You are required to choose and come to one of the location to take the final exam:**

1. **UNM Main Campus in Albuquerque –see [Syllabus] in MML for this information**
2. **UNM-Los Alamos Campus in Los Alamos - see [Syllabus] in MML for this information**

You must receive at least a 60% on the final exam in order to pass the course.

GRADES AND GRADING POLICIES

All grades would be available to your view through the entire semester via MyMathLab
Grading policy: Your answers to homework and test questions are marked as correct and they receive full credit or incorrect –those receive zero credit. Partial credit will be assigned to multi-step questions. I always re-grade tests and quizzes personally. I grade them after due date and not after you submit them. The lecture notes will be graded only if you return complete set of lecture notes.
Your final grade will be calculated by using the following formula:

Homework	20%
Quizzes	15%
Tests	40%
Final Exam	25%,

You must receive at least 60% on the final in order to pass the course

Extra Credit – complete set of lecture notes with all examples worked our returned to proctor at the final exam 5%

The following letter grades will be assigned to you at the end of the semester according to your average:

A+	99–100	C+	77–79
A	94–98	C	74–76
A–	90–93	C–	70–73
B+	87–89	D+	67–69
B	84–86	D	64–66
B–	80–83	D–	60–63
		F	Below 60

CHEATING

Cheating will not be tolerated. Do not do homework, quizzes or tests for another student, and do not ask anyone else to do your work for you. You may certainly work together or get help on homework, but you should complete your own work. Tests and quizzes should be done independently without help. Each instance of cheating will be dealt with on an individual basis with consequences that are appropriate.

ACADEMIC HONESTY POLICY

You are expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests, or assignments; claiming credit for work not done or done by others (plagiarism); and hindering the academic work of other students. A brief guide to what constitutes plagiarism and how to avoid it can be found here: http://losalamos.unm.edu/library/docs/avoiding-plagiarism.pdf .

You should take care not to leave your computer or thumb drive where others can steal or copy your work or make your files "public." When using a public computer, you should make sure that you erase your work from the computer and remove your thumb drive.

COMPUTER ACCOUNT POLICY

You are required to have a UNM campus account (NetID). You will use this account to register for classes through MyUNM, http://my.unm.edu. This account is also used to read and send e-mail (the UNM email address looks like NetID@unm.edu), print transcripts, check financial status, and check degree progress. The NetID and password for Learn are the same as your login for your UNM Main Campus account.

You are **required** to check your UNM email (LoboMail) periodically, as this is the main communication method used by the university. You may forward your LoboMail to another email address; however, this is not encouraged by UNM and not supported by UNM IT personnel.
https://unm.custhelp.com/app/answers/detail/a_id/6701/kw/forward%20lobomail .

You can access your email via MyUNM by clicking on the "MyUNM" link on either the UNM–Los Alamos web page (http://losalamos.unm.edu) or the Main Campus web page (http://www.unm.edu), or by typing in the web address http://my.unm.edu . You must then log in using your NetID and password. Email is available on the UNM Email tab.

You should be aware of the computer use policies as they affect your education at UNM-LA. See Computer Use Policy links on this page:
http://losalamos.unm.edu/campus-life/computing-services/index.html .

COURSE EMAIL POLICY

Most of the communication I will have with you as a student will be done via email. I will generally be using the email address you enter into MyMathLab. Be sure to use an email address that you will be checking often, and to which no one else has access. **You are expected to respond to any email I send to you requesting information or feedback. Please do not ignore a message from me. This is the only way we have to communicate**. Students should allow the instructor 24 hours on weekdays to respond to email messages or phone calls. Students who receive emails from instructors should attempt to reply within 24 hours.

AMERICAN DISABILITIES ACT

"In accordance with University Policy 2310 and the American Disabilities Act (ADA), reasonable academic accommodations may be made for any qualified student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as the instructor is not legally permitted to inquire. The student is responsible for demonstrating the need for an academic adjustment by providing Student Services with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). However, students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Services at 505-661-4692 for additional information." The UNM Accessibility Resource Center's web site is at this link: http://as2.unm.edu

The UNM Online Accessibility Support policy statement is available here:
http://online.unm.edu/help/learn/students/accessibility-support.html

MyMathLab accessibility information is available here:
http://www.pearsonmylabandmastering.com/northamerica/mymathlab/accessibility/

Blackboard's Commitment to Accessibility statement is available here:
http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

NEEDED SUPPLIES

You will need the following to successfully complete this course:

- Computer and printer
- MyMathLab access code
- Book (optional if you choose to use the e-book)
- Word editor (e.g. Microsoft Word or Open Office Word)
- Pencil & eraser for homework
- Notebook to use for note taking
- Scientific Calculator

COURSE SCHEDULE

The course calendar is found on **page 14.** This includes due dates for homework assignments, quizzes and tests. I recommend that you **print this schedule out** and post it somewhere for easy reference.

It is extremely import that you keep up with the schedule. In an online course it is easy to procrastinate. I suggest that you set aside time at least 3 days per week to work on the course so that you can remain on schedule and get things done by the due date. Tests and quizzes have firm due dates and you will not be able to access them after that date. If you get behind, it's extremely hard to catch up. If you know you will be gone or extra busy—get AHEAD of the schedule. There is nothing wrong with working ahead.

PARTING COMMENTS

My wish is for every one of you to be successful in this course. To work toward that end, I will do everything within my power to help you. Don't hesitate to ask for help. I am willing to help you at any time that I am available. I ask for your commitment to do everything you can to complete the course successfully. Remember you will receive the grade that you earn! GOOD LUCK!

Congratulations for making it all the way to the end of this syllabus. If you have any questions or issues send Anna Durakiewicz an email at adurakie@unm.edu The next pages contain the schedule of topics and due dates.

Math 150

Tentative Schedule of Topics*

WEEK	**MATERIAL TO BE COVERED**	**Relationship of the Learning Outcomes to weekly activities and assignments.**	
Week 1	Introduction, Chapter 5.1 topics	**Working with exponential and logarithmic functions:** Students will solve exponential and logarithmic equations, graph exponential and logarithmic functions and determine proper overall behavior for the graphs. Students will apply this knowledge when examining real world problems of exponential growth and decay. (HED Are II Mathematics, Algebra Competency # 1,2,3, & 4)	**Communication:** Students will use proper mathematical notation and terminology to communicate mathematical phrases. Students will properly interpret graphs. (HED Area II Mathematics, Algebra Competency # 3)
	Chapter 5.2-5-3		
Week 2			
	Chapter 5.4-5.6		
Week 3	Revision Ch 5		
	Test 1		
Week 4	Chapter 6.1-62	**Systems of equations:** Students will solve systems of equations using various methods. They will apply this knowledge to real world problems.	
	Chapter 6.3		
Week 5	Chapter 6.4		
	Chapter 6.5-6.6		
Week 6	Chapter 6.7-6.8		
	Review Ch 6, Test 2		
Week 7	Chapter 7.1	**Analytical Geometry:** Students will identify and graph conic sections. Students will graph and apply algebraic tools with parametric equations. (HED Are II Mathematics, Algebra Competency # 4)	
	Chapter 7.2		
Week 8	Chapter 7.3		
	Chapter 7.4		
Week 9	Review Ch 7		
Week 10			
	Test 3		
Week 11	Chapter 11.1-11.3	**Sequences and Series:** Students will learn to use series and sequences. Students will also use mathematical induction to prove formulas and use the Binomial Theorem to calculate binomial coefficients.	
	Chapter 11.4-11.5		
Week 12	Chapter 11.6		
	Chapter 11. 7	**Counting Principles and Probability:** Students will use the Fundamental Counting Principle. Students will find the probability of the events using adequate properties of probability.	
Week 13	Revision Ch 11		
	Test 4		
Week 14	Chapter 12.1-12.2	**Limits**: Students will show an intuitive understanding of the concept of limit and be able to determine the limit of a function	
	Chapter 12.3-12.4,		
Week 15	Review Ch 12		
	Test 5		
Week 16	Review for Final Exam		
	Review for Final Exam		

Final Exam will be given at UNM Los Alamos and at UNM Main Campus
***Please Note: The most recent version of the syllabus is in MML site.**

The most recent schedule is included under [Course Schedule] button in MML.
Please see academic callendar at:
http://losalamos.unm.edu/academics/academic-calendar.html