INSTRUCTOR: Nancee Ryan Mancel, M.A.

COURSE DESCRIPTION: Introductory algebra for students who are not prepared to begin at the intermediate algebra level. Prerequisites: A passing grade in MATH 010 or a satisfactory score on the Math Placement Test.


ATTENDANCE POLICY: Students are responsible for any missed class assignments. I do take attendance. Excessive absence (5 missed class periods) will result in a student being dropped from the class. Do not depend on the instructor to drop you especially near the end of the term. A missed exam may be taken during the next class meeting for a 10 point reduction, or the following class period for a 20 point reduction.

TARDY POLICY: Arriving for class late is disruptive. Please make every effort to arrive on time for class. A student who is more than 5 minutes late will be marked tardy. Three tardies equals one missed class.

EARLY OUTS: Leaving class early is disruptive. While it is acceptable to leave class early once or twice during a term, it is not acceptable to do so on a regular basis. The “early out” policy is the same as the tardy policy; 3 early outs equals one missed class.

ELECTRONIC DEVICES IN CLASS: All cellular telephones, pagers and beepers must be turned off or switched to silent or vibrator mode. Electronic entertainment devices are to be turned off and head phones removed. (Note: Students expecting legitimate emergency calls must notify the instructor prior to the beginning of class.)

STUDENTS WITH DISABILITIES: If you are a documented special needs student, please make sure to inform me during the first 2 weeks of class. If you think you may qualify, see Lucille Farrington in the Student Enrichment Center right away.

UNACCEPTABLE CLASSROOM BEHAVIORS The following behaviors are considered disrespectful and will not be tolerated: sleeping in class, talking to classmates while the instructor is lecturing, getting up and leaving the classroom while the instructor is lecturing for any purpose other than a dire emergency, habitually showing up for class without the materials necessary (books, paper, pencil, calculator).

ACADEMIC DISHONESTY: Any student caught cheating will receive a grade of NC for the class. Further, it is my policy to refer cheaters to the Associate Dean of Student Services for additional sanctions.

GRADING POLICY: This course may be taken for a letter grade (A, B, C, No credit [NC]) or on a credit/no credit (CR/NC) basis. Grades will be based on portfolios, a group project, exams and the final exam. There will be 4 exams; the first exam is on chapter 1, the second is on chapter 2, the third is on chapter 3, and the fourth is on chapter 5 and the first two sections of chapter 6.
Portfolio grading includes homework, handouts, in class projects, writing assignments and the lab. The notebook will be picked up 4 times over the course of the semester. Portfolios are due at the start of class on exam days. The pickup dates are February 10, March 4, April 8, and April 29.

<table>
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<tr>
<th>Exams</th>
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<tr>
<td>Portfolio</td>
<td>40%</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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Additionally, you must pass the final exam with a grade of 60 or better to pass the course.

**WHAT SUPPLIES DO YOU NEED**

- A calculator
- Graph paper
- a paper folder with clasps
- a hole puncher
- a set of colored markers or pencils
- A set of 5 dividers
- A notebook to hold papers that don’t belong in your portfolio

**MAIN COURSE OBJECTIVES**

1. Adding subtracting, multiplying, and dividing real numbers.
2. Multiplying, dividing, and simplifying expressions involving exponents.
3. Solving equations in one variable and using the method to solve applied problems.
4. Adding, subtracting, multiplying, dividing, and factoring polynomials.
5. Plotting points on Cartesian coordinate axes and graphing equations of the form $y=mx+b$. 

Page 2 of 3
COURSE CONTENT

We will cover material from the following chapters of the textbook.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</th>
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<tbody>
<tr>
<td>1</td>
<td>1-9</td>
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PHONE – 925-8600 leave message

EMAIL – nanceem@unm.edu

Teaching Schedule: 
- TR 9:00 - 10:15 am MATH 010 – 001
- TR 10:30 - 11:45 am MATH 010 – 003
- TR 1:30 - 2:45 pm MATH 010 - 017
- TR 3:00 - 4:30 pm MATH 010-371

Office Hours: T noon - 1:30 PM or by appointment

MATH 100 LAB

Every student enrolled in MATH 100 must also be enrolled in a MATH 100 lab with the same instructor. This one credit hour lab is a separate (arranged) class with a separate syllabus and will be explained in detail during the first class meeting. If you are not yet enrolled in a MATH 100 lab, please see the Registrar.