

Welcome to Math 100.502
Introduction to Algebra
Fall 2025

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).

Instructor

Lizeth Bustillos
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Office: The Academic Affairs Adjunct Office, Rm. A113
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Class Details

Tue/Thrs: 9:00am– 10:40am
VAAS 129
CRN 62388

Tutoring Hours Rm. A113:

Tue/Thurs:
1:15pm-2:15pm

***Or by appointment**

Online via Google Meet

Friday: https://meet.google.com/sbd-iwff-xkn

MECS Division Chair:
Andy Taylor, ataylor19@unm.edu

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.

Credit-hour Statement: This is a four credit-hour course. Class meets for two 100-minute sessions of direct instruction for sixteen weeks during the Fall 2025 semester. Please plan for a minimum of eight hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

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.

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
- Copy and paste within applications including Microsoft Office
- 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)
- Please update your contact information in Loboweb: 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 Spring 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

Textbooks:

Required: Appropriate MyMathLab (MML) access through Pearson (do not purchase a generic code, in this case, the code is book specific). I suggest you purchase the lifetime code since you will use the same book for Math 1215 next semester. 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.

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 Learning Resource Center (you will not be able to take the book from the LRC 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

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 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 the end of the day on Tuesday.

Procedures for Completing Coursework and Late Policy

- Weekly assignments must be completed no 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 10% penalty may be incurred for late assignments depending on circumstances.
- All written work needs to be turned in at the beginning of class. I will be available before class if you have any questions.
- 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 homework assignments 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 work will be accepted after December 4th.**

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.
- tudents 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.

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 daily class meetings.
- The expectation in this class is that you arrive on time and stay the entire class.
- You are expected to participate each week in learning the material covered

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

- f 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 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 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 4 function 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 70% on the final exam *AND* have a course average of 70% or better to earn a passing grade in the course.**

Grading Procedures:

Course Averages

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

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

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 the quizzes 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.
- Office Hours: See my Instructor led study sessions listed at the beginning of this syllabus. Feel free to come by or log in for online office hours 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 within one week of submission. You are encouraged to do corrections and resubmit any written homework or project assignments to improve your grade up to two weeks after the due date.

University Policies

COVID-19 Health and Awareness. UNM is a mask friendly, but not a mask required, community. To be registered or employed at UNM, Students, faculty, and staff must all meet UNM's Administrative Mandate on Required COVID-19 vaccination. If you are experiencing COVID-19 symptoms, please do not come to class. If you have a positive COVID-19 test, please stay home for five days and isolate yourself from others, per the Centers for Disease Control (CDC) guidelines. If you do need to stay home, please communicate with me at lavitia@unm.edu. I can work with you to provide alternatives for course participation and completion. UNM faculty and staff know that these are challenging times. Please let me, an advisor, or another UNM staff member know that you need support so that we can connect you to the right resources. Please be aware that UNM will publish information on websites and email about any changes to our public health status and community response.

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 and/or COVID-19, please consult with me after class, via email/phone 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.

Academic Integrity: Having academic integrity is paramount to your success in any class. 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. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment.

Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question or for the course.

Respectful and Responsible Learning: 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 LGBTQ Resource 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. These are in the *Student Pathfinder* (https://pathfinder.unm.edu) and the *Faculty Handbook* (https://handbook.unm.edu).

Academic Dishonesty is defined as:

"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

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 broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

Semester Deadlines:

Fall 2025– 16-week classes (deadlines will be different for first and second 8-week classes)

- Monday, August 18: First day of class, classes available in UNM Canvas.
- Monday, September 1: Labor Day, NO CLASS.
- Friday, August 29, by 5:00 pm: Last day to add a class or to change credit hours or grade mode in LoboWEB.
- Friday, September 5, by 5:00 pm: Last day to drop without "W" grade and with 100% refund on LoboWEB .
- October 9-10, Fall Break.
- Friday, November 7, by 5:00 pm: Last day to drop *without* Dean's permission on LoboWEB. Will receive a “W" grade and will be responsible for tuition for the course.
- November 27-30, Thanksgiving Break.
- Friday, December 5, by 5:00pm: Last day to change grade mode with form.
- Friday, December 5, by 5:00 pm: Last day to drop with the permission form.
- December 8-13, Final Exams.

Math 100: Introductory Algebra (Fall 2025) (*Course outline is subject to change)*

Week	Dates	Sections / Topics	Homework Assignments and Tasks All written assignments are due at the beginning of class Thursdays/ Online homework is due by 9:00am Thursdays.
1	8/19-8/21	Unit 1: Sects. 8.1, 8.2	Read the syllabus!
2	8/26-8/28	Unit 2: Sects. 3.7, 4.5	**Unit 1:** Sect. 8.1: (Page 539) #31, 59, (Page 540) # 107 Sect. 8.2: (Page 546) #41, (Page 547) # 53, 67 **Introduction Task 1**
3	9/2/4-9/4	Unit 3: Sect. 8.5	**Unit 2:** Sect. 3.7: (Page 226) # 85 & 91 Sect. 4.5: (Page 289) # 69 & 73 **Task 2**
4	9/9-9/11	Unit 4: Sects. 5.4, 5.5, 5.6	**Unit 3:** Sect. 8.5: (Page 579) #27, 34, (Page 580) #53, 59, 63, 65 & 71 **Task 3**
5	9/16-9/18	Unit 5: Sects. 6.1, 6.6	**Unit 4:** Sect. 5.4: (Page 344) #33, 35 Sect. 5.5: (Page 353) #37, (Page 354) #63 Sect. 5.6: (Page 366) #89, 95 **Task 4**
6	9/23-9/25	Unit 6: Sects: 6.4, 6.5	**Unit 5:** Sect. 6.1: (Page 391) #119, 128 (Page 392) #139 Sect. 6.2: (Page 401) #65 **Task 5**
7	9/30-10/2	Unit 7: 6.6, 6.7	**Unit 6:** Sect. 6.4: (Page 420) #89, 91 Sect 6.5: (Page 432) #50, 55 **Task 6**
8	10/7	Midterm	
	10/9-10/10	FALL BREAK	

9	10/14-10/16	Unit 8: Sects. 9.1& 9.2	**Unit 7:** Sect 6.6: (Page 445) #39, (Page 446) #61 Sect 6.7: (Page 454) #45, (Page 455) #54 **Task 7**
10	10/21-10/23	Unit 9: Sects. 9.3, 9.4, 9.5	**Unit 8:** Sect 9.1: (Page 628) #19, (Page 629) #53, (Page 630) #65 Sect 9.2: (Page 642) #52,54, (Page 643) #67, 68, 95, 99, (Page 644) #123 **Task 8**
11	10/28-10/30	Unit 9: Continued	**Unit 9:** Sect 9.3: (Page 653) #71 Sect 9.4: (Page 662) #49, 53, (Page 663) #103 Sect 9.5: (Page 671) #71 **Task 9**
12	11/4-11/6	Unit 10: Sects. 11.1, 11.2 Unit 11: Sect: 11.3, 11.4	**Unit 10:** Sect 11.1: (Page 765) #49, 55, 59, 61, 65, (Page 766) #75, 77, 81 Sect 11.2: (Page 772) #51, 61, (Page 773) #85
13	11/11-11/13	Unit 11: Sect: 11.3, 11.4	**Unit 11:** Sect 11.3: (Page 783) #129 Sect 11.4: (Page 794) #49, (Page 795) #77 **Task 10**
14	11/18-11/20	Unit 12: Sect. 12.1, 12.2	**Unit 12:** Sect 12.1: (Page 826) #51, 55, 67, 71, 75 Sect 12.2 (Page 835) #93
15	11/25 11/27 No Class	Unit 12: Continued	Corrections
16	12/2-12/4	Review for Final Exam	
Finals Week	**12/9**	**Final 9:00-11:00**	**Tuesday, December 9th**