

## Course Syllabus

**Course Number:** MA 103  
**Course Title:** College Algebra  
**Department Name:** Mathematics  
**Division Name:** Natural Sciences & Math  
**Term:** Spring 2020  
**Course Credits:** 3

**Instructor Name:** Sheryl Dohm  
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**Office Location:** HH123  
**Office Hours:** Tuesday 1:30 – 2:30

**University Course Catalog Description:** Algebra knowledge and skills for college studies: Sets and real number system; exponents and polynomials, rational and radical expressions; equations and inequalities with applications, including rational and radical equations, and systems of equations; introductions to analytic geometry and functions; exponential and logarithmic functions; the binomial theorem and integer functions. Fulfills Track B general education requirement in mathematics. MA103 may be used as a preparative course for the precalculus/ calculus sequence required for degrees with upper division math requirements, such as biology, forensic sciences and biochemistry. Not open to students with credits in MA 110, MA 210, or other higher numbered mathematics courses. Offered every semester. Prerequisites: MA 102 or placement.

### Course Outcomes

1. Demonstrate an understanding of basic mathematical principles needed to function effectively
2. Demonstrate an understanding of basic symbolic reasoning that can be used to describe relationships and patterns found in nature
3. Demonstrate an understanding of the mathematical tools necessary for success in their selected major

### Required Learning Materials

- Blitzer, Algebra for College Students, 8th ed. Prentice Hall. ISBN 978-0-13-418084-4 (7th ed ok)
- Basic or Scientific Calculator

### Course Schedule\*

Date	Chapter	Topics
Wk 1; 13-17 Jan	1	Exponents, Equations, Real Numbers
Wk 2; 20-24 Jan	1/2	Linear Equations and Functions
Wk 3; 27-31 Jan	2	Linear Equations and Functions
Exam 1 (Ch 1-2)		
Wk 4; 3-7 Feb	3	Systems of Equations
Wk 5; 10-14 Feb	3	Linear Inequalities
Wk 6; 17-21 Feb	3/4	Linear Programming
Wk 7; 24-28 Feb	5	Polynomials
Exam 2 (Ch 3-4/5)		
Wk 8; 2-6 Mar	5/6	Rational Expressions & Equations
Wk 9; 9-13 Mar	6	Rational Expressions & Equations
Wk 10; 16-20 Mar	7	Radicals and Rational Exponents
Spring Break 23 – 27 Mar		
Wk 11; 30 Mar – 3 Apr	7	Radicals Equations
Exam 3 (Ch 5-7)		
Wk 12; 6-10 Apr	8	Quadratic Equations
Wk 13; 13-17 Apr	8	Quadratic Equations
Wk 14; 20-24 Apr	9	Exponential and Logarithmic Equations
W15; 27 Apr-1 May	9	Exponential and Logarithmic Equations
Final Exam Week; 4-7 May		

\*Schedule may be changed, as needed.

**Grading.** Students grades will be based on attendance/class participation and 4 non-cumulative exams. \*Grades will not be posted in Canvas. When graded exams are returned the exam grade and the cumulative exam grade can be found in the last page of the exam. Participation/Attendance points will be calculated after the final exam period in accordance to the policies stated in the CUH Catalog, pages 54-55; link [https://chaminade.edu/wp-content/uploads/2019/10/2019-2020-UG-Catalog\\_updated.pdf](https://chaminade.edu/wp-content/uploads/2019/10/2019-2020-UG-Catalog_updated.pdf)

	Points
Exam 1	100
Exam 2	100
Exam 3	100
Exam 4 (final)	100
Attendance/Participation	100
	500

**CUH Final Exam Policies (page 55, same link as above)** “Final examinations are required in all courses except such courses as directed reading, research, or seminars. The schedule of final examinations is published by the Records Office with the Schedule of Courses prior to each registration period. Except for emergency situations, students must take the final examination during final exam week. Examinations other than laboratory examinations are not scheduled during the week prior to final examinations. Research papers and projects should be completed prior to the last week of instruction.”

**Grading Scale** Letter grades are given in all courses except those conducted on a credit/no credit basis. They are interpreted as follows:

A = 90-100% total points	C = 70-79% total points	F < 60% total points
B = 80-89% total points	D = 60-69% total points	

**Course LMS:** Canvas

Canvas is used as a repository of important information and updates.

Assignments are given in class. If you miss a class, get assignments from a classmate.

**Technical Assistance for Canvas Users:** See left hand side of dashboard.

**Tutoring and Writing Services:** Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua `Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua `Ike’s website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via Smarthinking. Smarthinking can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – Smarthinking. For more information, please contact Kōkua `Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

**Grades of "Incomplete"** Students and instructors may negotiate an incomplete grade when there are specific justifying circumstances. An Incomplete Contract (available from the Divisional Secretary and the Portal) must be completed. When submitting a grade the “I” will be accompanied by the alternative grade that will automatically be assigned after 90 days. These include IB, IC, ID, and IF. If only an “I” is submitted the default grade is F. The completion of the work, evaluation, and reporting of the final grade is due within 90 days after the end of the semester or term. This limit may not be extended.

**Instructor and Student Communication:** Questions for this course can be emailed to the instructor, Online, in-person and phone conferences can be arranged. Response time will take place up to 3 days.

**Cell phones, tablets, and laptops:** *Music Devices and Cellular Phones:* Unless specifically permitted by your instructor, use of music devices and cell phones is prohibited during all Natural Science and Mathematics classes, as it is discourteous and may lead to suspicion of academic misconduct. Students unable to comply will be asked to leave class. Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

**ADA Policy:** Statement from the [New Student Handbook](#)

Pursuant to federal and state laws, including the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, all qualified students with disabilities are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to equal access to academic programs, services, or activities. If a student would like to determine if they meet the criteria for accommodations, they should contact the Counseling Center in the Student Support Services Building, Room 101, by phone at (808) 735-4845 or email: [counselingcenter@chamiande.edu](mailto:counselingcenter@chamiande.edu) for further information. Web: [studentaffairs.chaminade.edu/counseling-center/counseling-services](http://studentaffairs.chaminade.edu/counseling-center/counseling-services)

**Title IX Compliance:** Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

**Attendance Policy:** The following attendance policy is from the 2019-2020 Academic Catalog : Students are expected to attend regularly all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade. Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades. Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes. Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

**Academic Conduct Policy:** See the current Undergraduate Academic Catalog and the Student Handbook available from Student Affairs.

**Alignment of Natural Sciences Courses with Marianist and Hawaiian values of the University:** The Natural Sciences Division provides an *integral, quality education*: sophisticated integrative course content taught by experienced, dedicated, and well-educated instructors.

- *We educate in family spirit* – every classroom is an *Ohana* and you can expect to be respected yet challenged in an environment that is supportive, inclusively by instructors who take the time to personally get to know and care for you.
- *We educate for service, justice and peace*, since many of the most pressing global issues (climate change, health inequity, poverty, justice) are those which science and technology investigate, establish ethical parameters for, and offer solutions to.
- *We educate for adaptation and change*. In science and technology, the only constant is change. Data, techniques, technologies, questions, interpretations and ethical landscapes are constantly evolving, and we teach students to thrive on this dynamic uncertainty.

The study of science and technology can be formative, exploring human creativity and potential in the development of technologies and scientific solutions, the opportunity to engage in the stewardship of the natural world, and the opportunity to promote social justice. We provide opportunities to engage with the problems that face Hawai'i and the Pacific region through the Natural Sciences curriculum, in particular, those centered around severe challenges in health, poverty, environmental resilience, and erosion of traditional culture. The Marianist Educational Values relate to Native Hawaiian ideas of *mana*, *na'auao*, *ohana*, *aloha* and *aina*. We intend for our Natural Sciences programs to be culturally-sustaining, rooted in our Hawaiian place, and centered on core values of *Mai'au*, be neat, prepared, careful in all we do; *Makawalu*, demonstrate foresight and planning; *'Ai*, sustain mind and body; *Pa`a Na`au*, learn deeply.