

MA102 Intro Algebra
Fall 2020

Course Description and Outcomes

MA 102 Introductory Algebra (3)

MA 103 College Algebra (3)^[SEP] Algebra knowledge and skills for college studies: Sets and real number system; exponents and polynomials, rational and radical equations, and systems of equations; introductions to analytic geometry and functions; exponential and logarithmic functions. Fulfills Track B general education requirement in mathematics. Not open to students with credits in MA 110, MA 210, or other higher numbered mathematics courses. Offered every semester. Prerequisites: none, placement applies. MA102 may be required depending on placement and prior math courses.

Course/Math General Education Outcomes^[SEP]

- **Critical Thinking:** Students will systematically acknowledge and challenge diverse evidence, concepts, assumptions, and viewpoints.
- **Information Literacy:** Students will define, identify, locate, evaluate, synthesize and present or demonstrate relevant information.

Textbook

Original Materials:



Algebra for College Students 8th Edition

Author(s): Blitzer, Robert

Textbook ISBN-13: 9780134180847

Series: MyLab Math

Contact Information

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Email

1. Canvas email: for quickest response use the email function in Canvas
2. Regular email: sheryl.dohm@chamiande.edu

If you email me outside of office hours, please allow one-two business days for a response. (pro-hint: **please please please** do not wait until the last minute to seek help with course material)

3. Check for my response within a timely manner, in accordance to nature of email.

Office Phone: 808-739-8561 (pro-hint: Canvas Email is a much better means of reaching me.)

Appointments: Please see the page on how to make an appointment to meet with me via Canvas Conference Audio.

Office Hours

These are the office hours from now until, at least, September 11.

- MWF 9:00 AM - 2:00PM
- TTH 11:00AM-1:00PM

I will be monitoring my Canvas email during these times.

However, if you want to make an appointment for a virtual meeting please go to getting kōkua.

	Mon	Tue	Wed	Thu	Fri
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					

Office Hours for CUH Student Meetings
Prep/Grading
Available for CUH Adm Meetings

Getting Kōkua

Help with Canvas - CUH HelpDesk or Canvas

For help with Canvas, click on the encircled question mark found on left of page. Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu or call (808) 735-4855

Help with MLM Access and Account – Pearson

If you have problems with MLM, then make a request for MLM help. <https://www.pearsonmylabandmastering.com/northamerica/mymathlab/> (Links to an external site.) On MLM login page look for green-yellowish square for Students. Click on Support

Help with Math Material from Sdohm

To get help with a math question: Email using the Canvas email. Attach a screenshot if asking about a homework problem. Or Make an Appointment during Office Hours

To Make an Appointment During Office Hours with Sdohm

Click to make an appointment:
24 Hours advance needed
See calendar link in Canvas Syllabus
We will audio-talk in Canvas Conferences.

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 or 808-739-8305.

Course Timeline

See Canvas Syllabus for course schedule

Grading

Final Letter determined by Percent of Final Grade

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A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F <60

Final Grade Calculation

Category	Percent of Final Grade
Homeworks	20%
Discussions	20%
Tests	60%
Total	100%

Assignments

Homework (20% Final Grade)

- In MLM you will see small sets of homework for each week. You will need to get at least 70% on each small set before moving onto the next. There are some exceptions, you will see those in MLM.
- 3 Points per Week
 - 1pt = 70% correct
 - 2pt = 80% correct
 - 3pt = 90-100% correct
- Late Work: 0.5 points will be deducted for every 12hrs late

Discussion Threaded (20% Final Grade)

- 3 Points per Discussion
 - 1pts = post on time
 - 2pts = insightful post
 - 3pts = insightful post and responses
- Late Work: no late discussions accepted (0pts)
- The X-factor will be completed as a threaded discussion and will count 9 points. More detail will be provided as the assignment date approaches.

Tests (60% Final Grade)

- You will have needed to get at least 70% on homework leading up to each test.
- Each test is noncumulative from the previous test.
- Each test grade is determined by percent of points earned
- Late exams are given only in extreme circumstances, in adherence to CUH policy. Please provide documented excuse.

CUH, Class, and Communication Policies

Attendance Policy

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55). Faculty members should also check with their divisions for division-specific guidelines. 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.

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

Attendance in online format is progressing and completing work in a timely manner. Please do not wait until the last minute and try to power through an entire module in one sitting.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook: <https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 37.5 hours of engagement. For example, in a one credit hour traditional face to face course, students spend 50 minutes in class per week for 15 weeks, resulting in a minimum of 12.5 instructional hours for the semester. Students are expected to engage in reading and other assignments outside of class for at least 2 additional hours per week, which equals an additional 25 hours. These two sums result in total student engagement time of 37.5 hours for the course, the total engagement time expected for each one credit course at Chaminade.

The minimum 37.5 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

Guidelines/Policies for Communications

Email:

- Use the Canvas email. Email from non-Chaminade accounts will not get a response.
- Always include a subject line.

- Remember without facial expressions some comments may be taken the wrong way. Be
- careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Check for my response within a timely manner, in accordance to nature of email.

Threaded Discussion Groups:

- Review the discussion threads thoroughly before entering the discussion.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of others thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Family Educational Rights Act (FERPA) and you

Below is a link to U.S. Department of Education: FERPPA for Students (at age 18).

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

ADA Accommodation

If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu). If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the Counseling Center as soon as possible.

For additional resources on ADA in college see the U.S. Department of Education website, *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*

<https://www2.ed.gov/about/offices/list/ocr/transition.html>

Title IX Information

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.

For a summary of recent (please check for updates from DOE) changes see the U.S. Department of Education: Summary of Major Provisions of the Department of Education's Title IX Rule. <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>

Chaminade Mission and Values

Marianist Values: This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

- Education for formation in faith^[1]
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice and peace
- Educate for adaptation and change

For more information, see The Marianists, Province of the United States.

https://www.marianist.com/wp-content/uploads/2017/10/CME_09012016.pdf

As the semester plays out, some adjustments to the course may be needed.