

**MA103 College Algebra  
Chaminade University of Honolulu  
Fall 2023 DUG**

**COURSE DESCRIPTION, OUTCOMES, AND TEXTBOOK**

**MA 103 College Algebra (3)**

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**

- Quantitative Skills: Students will apply basic mathematical principles needed to function effectively and develop mathematical reasoning and problem-solving skills.
- Information Literacy: Students will define, identify, locate, evaluate, synthesize, and present or demonstrate relevant information.

**e-Textbook and Online Homework System**

The online MyLab and Mastering is the required format.

See bookstore webpage <https://chaminade.bncollege.com/course-material/course-finder>

### e-Textbook and Online Homework System

The online MyLab and Mastering is the required format.

Original Materials:



**Algebra for College Students 8th Edition**

Author(s): Blitzer, Robert

Textbook ISBN-13: 9780134180847

Series: **MyLab Math**

## CONTACT INFORMATION

### Dr. Sheryl Dohm (Professor S)

Assistant Professor, Program Coordinator  
School of Natural Sciences and Mathematics  
Chaminade University of Honolulu  
3140 Waialae Avenue, Honolulu, HI 96816  
Office: Henry Hall 123

#### Email

- **Canvas email: for quickest response use the email function in Canvas**
- Regular email: sheryl.dohm@chaminade.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)
- Check for my response within a timely manner, in accordance to nature of email.

#### Office Hours

- Tuesday 1-3pm or by appointment In HH123

#### Office Phone

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

## COURSE and TOPIC TIMELINE

See Canvas Syllabus Timeline

## ACADEMIC CALENDAR and CUH FINAL EXAM SCHEDULE

## CUH 23-24 Calendar

<https://catalog.chaminade.edu/academiccalendar/2023>

## CUH Fall 23 Final Exam Schedule

<https://catalog.chaminade.edu/generalinformation/academicaffairs/undergraduate/academicinformation/fallfinalexamschedule>

## CUH Final Exam Policy

<https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/final exams>

## GRADING and ASSIGNMENTS

Students are expected to keep track of their grades. Please note the canvas grade book function is not used. Grades will not be posted in Canvas. Final Grades are posted in Self-Service.

### Final Letter determined by Percent of Final Grade

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F <60

### Final Grade Calculation

#### Assignment Category: % of Final Grade

Attendance: 10%

Participant: 5%

Homework: 10%

Tests: 75%

**Total: 100%**

### Attendance and Participation.

- CUH designates this class as face-to-face.
  - Students are expected to attend and participate in class.
  - See also CUH Attendance policy.
- Please take class notes as there is some material that is not in the textbook.
- Announces are also given in class.

- Should you need to miss a class, please get materials from a classmate.

### **Homework**

- Homework sets are in MLM.
- The homework dates in MML serve as a guide to when the material was covered. Students are expected to stay current with the homework.
- Please note that you will be able to work past the due date to improve your grade, without penalty.
- Grade determined at the end of the semester.
- Final grade based on percent or all possible points.
- Each homework set has a 70% prerequisite of previous homework. - but you can go back and improve that grade.

### **Tests**

- Test will be given every four weeks, or so.
- All tests are paper, given in person, in the classroom. no exceptions.
- Each test is noncumulative.
- To be equitable, calculators are provided during exams. The model is TI-30xii.

Late tests are given only in extreme circumstances, in adherence to CUH policy. Please provide documented excuse upon contacting me. Students most contact me, via email (see note) with in 24 hours of scheduled exam. Email must include documented excuse.

## **GETTING KŌKUA**

**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 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

### **Getting Help-Chat with Pearson**

Below is a step-by-step guide/description to getting help with Pearson issues.

GoTo <https://support.pearson.com/getsupport/s/contactsupport>

1. Scroll to bottom and click on Contact Us

2. Select Fields
3. Country of Study – United States
4. Role – College Student
5. Issue Category – select most relevant to your issue
6. Product (this one is a little tricky) Type and select “MyLab Math”
7. Check “I’m not a robot”
8. Start a Chat

### **Help with Math Material - me :-)**

Use the "Ask your Instructor Function" in MLM. You will see it a question window. Find "Get help" at the bottom. I will respond in one of two ways: 1) email response, or 2) in-class.

### **CUH 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/> Links to an external site.) 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.

## **CUH POLICIES and VALUES**

**Attendance Policy:** The following attendance policy is from the Academic Catalog. Faculty members should also check with their divisions for division-specific guidelines.

<https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/attendance>

Students are expected to regularly attend 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. \*see note 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.

\*If you miss class, excused or unexcused, please get missed material and announcements from a classmate.

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.

**From the Undergraduate Academic Catalog:**

[https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/classroom\\_policies](https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/classroom_policies)

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:

**Classroom Policies:** While each instructor has their own policies regarding classroom conduct and requirements, the following University policies apply to all classes:

- Smoking, vaping and alcoholic beverages are prohibited in all classrooms, whether or not class is in session.
- Personal audiovisual equipment not pertinent to the class are prohibited during class.
- Cellular telephone use is also prohibited during class except in extenuating circumstances approved in advance by the professor.
- The use of any camera or video devices while in class, restrooms, locker rooms, or in any situation not normally considered public or where users of the facility may reasonably expect privacy is prohibited. Such devices shall include but are not limited to those in mobile telephones, computers, electronic organizers, or other more surreptitious equipment, and which are capable of capturing either still or moving images.
- Please note that it is the instructor's sole prerogative to determine whether a student is\*:
  - In a fit condition to perform classroom work (e.g., is not under the influence of alcohol or drugs, and is not sleeping).
  - Working on assignments for that particular class (rather than working on projects for other classes or engaging in activity unrelated to school work).
  - Distracting other students as to impair the learning environment.

\*If the instructor finds a student in violation of any of these provisions, or the policies outlines in the course syllabus, he or she may require the student to leave the classroom and may subsequently mark the student absent, which could eventually affect the student's final grade. Failure on the part of the student to honor the instructor's request to leave the classroom may result in removal of the student by the University security personnel and initiation of the University disciplinary process.

**Credit Hour Policy:**

<https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/credithour>

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 a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Terms that have alternative lengths, such as 10 week terms, should have an equivalent amount of faculty instruction and out-of-class student work to meet each credit hour. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The number of engagement hours may be higher, as needed to meet specific learning outcomes.

Specific Credit Situations: The minimum 45 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.

**Credit Hour Break Down for this class (3 credits X 45 hours per credit hour = 135 hours)**

**In Person (16 week semester)**

1 hour X 42 in-class instruction days = 42.00

(3 X 1hr in-class exams) +(1 X 2hr in-class final) = 05.00

**In Person Subtotal = 47.00**

**Independent Textbook Readings/ Content Viewing = 40.00**

**Independent Homework/Exam Prep = 48.00**

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**Total Credit Hours = 135 hours**



## **Guidelines/Policies for Email Communications**

- Use the Canvas email. Email from non-Chaminade accounts will not get a response.
- Always include a subject line that reflects the content of the email, otherwise response might be delayed.
- 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.
- Do not make insulting or inflammatory statements. Be respectful.

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

## **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
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice, and peace
- Educate for adaptation and change

**This class focuses in Educate for Service, Justice and Peace.**

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

[https://www.marianist.com/wp-content/uploads/2017/10/CME\\_09012016.pdf](https://www.marianist.com/wp-content/uploads/2017/10/CME_09012016.pdf)

## **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 *Maiau*, be neat, prepared, careful in all we do; *Makawalu*, demonstrate foresight and planning; *`Ai*, sustain mind and body; *Pa`a Na`au*, learn deeply.

## **RIGHT TO KNOW**

### **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](mailto: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 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/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

### **Family Educational Rights Act (FERPA) and you**

<https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/ferpa>

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>

~ALOHA~