

# MA103 DUG Syllabus Fall 2025 08.26.25

~Course Syllabus~

**Fall 2025**

## **MA103 College Algebra**

**Dr. Sheryl Dohm (prefer Prof S)**

**Natural Sciences and Mathematics**

**Chaminade University of Honolulu**

### **University Course Catalog Description**

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; the binomial theorem and integer functions. Fulfills Track B general education requirement in mathematics. MA 103 may be used as a preparative course for the pre-calculus/calculus sequence required for degrees with upper division math requirements, such as biology, forensic sciences and biochemistry.

### **Course Prerequisites**

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.

### **Required Learning Materials: e-Textbook and Online**

### **Homework System**

The online MyLab and Mastering is the required format. INSET PIC

Original Materials:



4 Copies

**Algebra for College Students 8th Edition**

Author(s): Blitzer, Robert

Textbook ISBN-13: 9780134180847

Series: **MyLab Math**

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## Contact Info

**Dr. Sheryl Dohm (prefer Prof S)**

School of Natural Sciences and Mathematics

Chaminade University of Honolulu

3140 Waiialae Avenue, Honolulu, HI 96816

Office: Henry Hall 123

**Email:**

1. Canvas email: for quickest response use the email function in Canvas
2. 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)

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.)

## Office Hours

Tuesday 9-10am or by appointment. Henry Hall 123

## Course Timeline

See Canvas for topic and exam timeline

## CUH Fall 25 Final Exam Schedule and Final Exam Policy

See Canvas for this pdf

## Grading

**METHOD OF DETERMINING FINAL COURSE GRADE**

Item	Points each	total points	How used	percent of final grade
4 exams	100	400	Arithmetic Mean	75%
homework	1	# of questions	% of correct answers HW	12.5%
attendance and participation	1	# days accounted	% present and engaged A&P	12.5%

Final Grade Calculation = ExamAverageMean(0.75) + HW(0.125) + A&P(0.125)

**A** (90-100)

**B** (80-89.9)

**C** (70-79.9)

**D** (60-69.9)

**F** below 60

## Course Learning Outcomes/ General Education Outcomes

### Math General Education Outcomes

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

### MA103 Course Learning Outcomes

1. **Identify** domains of functions using knowledge of sets and the real number system.
2. **Simplify and manipulate** exponential expressions using appropriate algebraic rules.
3. **Interpret and analyze** information from graphs and equations of linear, polynomial, rational, radical, exponential, and logarithmic functions.
4. **Formulate and solve** systems of equations and inequalities using multiple methods.
5. **Apply and evaluate** the Binomial Theorem to calculate probabilities and combinations.
6. **Model and solve** optimization problems in linear programming using analytical geometry.

7. **Design and construct** integer functions from collected data and evaluate the accuracy of the models.
8. **Apply** mathematical concepts to model, analyze, solve real-world problems, and evaluate the effectiveness of proposed solutions.

	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5	CLO 6	CLO 7	CLO 8
<b>Gen Ed Outcome</b>	1	1	1	1	1	2	2	2
<b>Marianist Value</b>	2	2	2	2	2	2,4,5	2,4,5	2,4,5

## 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:

1. Education for formation in faith.
2. Provide an integral, quality education.
3. Educate in family spirit.
4. Educate for service, justice and peace, and integrity of creation.
5. Educate for adaptation and change.

## Alignment of Natural Sciences and Mathematics 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.

## **Assignments and Exam Details, Policies, and Expectations**

### **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 of all possible points.
- Each homework set has a 70% prerequisite of previous homework. - but you can go back and improve that grade.

### **Exams (4 total)**

- Exams will be given every four weeks, or so.
- All exams on paper, in class
- To be equitable, calculators are provided during face to face 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 must contact me, via email within 24 hours of scheduled exam. This email MUST include documented excuse (Dr. notes), no exception.

## Getting Kōkua

### Help with Canvas - CUH Client Services 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](mailto:helpdesk@chaminade.edu) or call (808) 735-4855

### Help with MLM Access and Account - Pearson: 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/contactsupportLinks> to an external site.
- Scroll to bottom and click on Contact Us
- Select Fields
  - Country of Study – United States
  - Role – College Student
  - Issue Category – select most relevant to your issue
  - Product (this one is a little tricky) Type and select “MyLab Math”
  - Check I’m not a robot
  - Start a Chat

### Help with Math Material, lots of ways

- **Help me solve** this function in MLM
- **Show Example** in MLM
- Use the **"Ask your Instructor Function"** in MLM. You will see it a question window. Find "Get help" at the bottom.

### Kōkua'Ike: Tutoring & Learning 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](https://chaminade.edu/student-success/kokua-ike/) [\(https://chaminade.edu/student-success/kokua-ike/\)](https://chaminade.edu/student-success/kokua-ike/) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) (<mailto:tutoring@chaminade.edu>) or 808-739-8305.

## Classroom, CUH Policies and Values

## **Nondiscrimination Policy & Notice of Nondiscrimination**

The university is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The university is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin (including shared ancestry and ethnic characteristics), ancestry, citizenship, disability, genetic information, marital status, breastfeeding, arrest and court record (except as permissible under State law), sexual orientation, or status as a covered veteran. Inquiries about Title IX or general Civil Rights concerns may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found [HERE](#) ➞

[\(https://chaminade.edu/titleix/nondiscrimination/\)](https://chaminade.edu/titleix/nondiscrimination/). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#) ➞ [\(https://chaminade.edu/titleix/resources-and-support/\)](https://chaminade.edu/titleix/resources-and-support/).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>. ➞ [\(https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/\)](https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#) ➞  [\(https://cm.maxient.com/reportingform.php?ChaminadeUniv&layout\\_id=0\)](https://cm.maxient.com/reportingform.php?ChaminadeUniv&layout_id=0). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates.

The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#) ➞ [\(https://chaminade.edu/compliance/title-ix-nondiscrimination-policy/\)](https://chaminade.edu/compliance/title-ix-nondiscrimination-policy/).

## **Hazing Prevention Resources and Athlete Helpline:**

Assists athletes, parents, coaches, and any allies interested in ensuring physical and mental safety for sports communities by offering confidential emotional support, crisis intervention, informational athlete-focused resources, and guidance related to concerns about any type of abuse—including hazing.

Chaminade University's Hazing Policy:

<https://catalog.chaminade.edu/studenthandbook/codeofconduct> ➞ [\(https://catalog.chaminade.edu/studenthandbook/codeofconduct\)](https://catalog.chaminade.edu/studenthandbook/codeofconduct)

<https://hazingpreventionnetwork.org/athlete-helpline/> ➞ [\(https://hazingpreventionnetwork.org/athlete-helpline/\)](https://hazingpreventionnetwork.org/athlete-helpline/)

<https://hazingpreventionnetwork.org/how-to-report-hazing/> ➞ [\(https://hazingpreventionnetwork.org/how-to-report-hazing/\)](https://hazingpreventionnetwork.org/how-to-report-hazing/)

**Basic Needs Resources:** <https://chaminade.edu/basic-needs/> ➞ [\(https://chaminade.edu/basic-needs/\)](https://chaminade.edu/basic-needs/)

## **Campus Safety/ SafeSwords**

A program for students, faculty and staff, who may feel uncomfortable or unsafe walking alone on campus, at any time of the day. Call security, and a security professional will meet you at your location on campus. The security professional will escort you to your residence hall, car, etc. Students may utilize this when walking to and from night classes around campus or after late night events. [SafeSwords Webpage](https://chaminade.edu/student-life/security/campus-safeswords-program/) ➞ (<https://chaminade.edu/student-life/security/campus-safeswords-program/>)

## **Academic Honesty**

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](https://catalog.chaminade.edu/academicaffairs/policies/academichonesty) ➞ (<https://catalog.chaminade.edu/academicaffairs/policies/academichonesty>) on the Chaminade University Catalog website.

## **Attendance Policy**

The following attendance policy is from the 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.

\*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.

### **Academic Conduct Policy**

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 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.

### **CUH Alert Emergency Notification**

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

### **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.

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**

**Total Credit Hours = 135 hours**

## **Guidelines/Policies for Communications**

### **In Person or Email:**

- 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 nature of email.

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

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

[\(https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html\)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

## **Student with Disabilities Statement**

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is

responsible to notify Kokua Ike via email at [ada@chaminade.edu](mailto:ada@chaminade.edu) each semester if changes or notifications are needed.

### **Title IX and Nondiscrimination Statement**

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. For pregnant and parenting students, I am also obligated to provide you with similar resources for support and protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

### **Assessment for Student Work**

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

### **Changes to the Syllabus**

While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep you advised of such changes, and information about such changes will be available from your instructor.

~Mahalo for your attention~