MULTI-LEVEL MATH CLASS - 3 credits per course  
(Math 20, Math 22, Math 24, Math 25) 
TR 8:15 a.m. – 9:30 a.m.

INSTRUCTOR:  Jean Okumura 
OFFICE: Naaua’o 141 
OFFICE HOURS:  WF 8:45 – 9:15 am, TTH 9:45 – 10:45 am 
Other Hours by Appointment 
TELEPHONE: 236-9282 or 236-9241 
FAX NUMBER: 247-5362  Attention: Jean Okumura 
EMAIL ADDRESS: jokumura@hawaii.edu 
EFFECTIVE DATE: Spring 2010

Windward Community College Mission Statement

*Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.*

Catalog Description

The catalog description and pre-requisites for the Math 20, Math 22, Math 24, and Math 25 courses are available in the catalog.

Note: This multi-level class utilizes an alternate mode of instruction for students enrolled in developmental courses (Math 20 – Basic Mathematics, Math 22 – Pre-algebra, Math 24 – Elementary Algebra I, and Math 25 – Elementary Algebra II). In this mode, students are still required to attend class to spend time on task. Students will be using the same text, satisfying the same student learning outcomes, taking the same departmental test and cumulative final exam, and held to the same standard or level of mastery as any other student enrolled in the same course. Students are required to purchase the access code for MathXL. If the textbook is purchased from the bookstore, it automatically comes with the MathXL access code. In addition to their work on the computer, students will be required to demonstrate their ability to do “paper and pencil” work.

Learning Resources and Materials

Required Texts:


Learning Resources and Materials (continued)

MATH LAB: Alaka`i 125
Provides Drop-in Tutorial Assistance

THE TESTING CENTER (TTC): Alaka`i 106 – phone number 235-7498

Suggested Basic Skills

Good study skills and habits; discipline to work on the course consistently and regularly and commitment to completing the course in a timely manner ; Competency with the pre-requisite course to the course the student is registered for (Math 20, Math 22, Math 24, or Math 25).

STUDENT LEARNING OUTCOMES

The student learning outcomes for Math 20 , Math 22, Math 24, and Math 25 are listed in the catalog.

COURSE CONTENT

Refer to the course description in the catalog for the course content for Math 20, Math 22, Math 24, and Math 25.

Activities Required at Scheduled Times Other Than Class Times

Reading the text; studying the material; doing problems from MathXL or the text; Homework; consultation with instructor.

It is expected that students spend, at the minimum, 9 hours per week outside of class time studying and doing homework and readings for this class.

Responsibilities of Students

Success in this course will be enhanced by:

1. A positive, inquiring attitude toward mathematics;
2. Setting aside adequate time for studying, working on problems, and careful cogitation of the material;
3. Reading the text carefully and making use of other learning materials whenever necessary;
4. Seeking assistance from the instructor and the Math Lab whenever necessary;
5. Regularly attending class and, notifying the instructor of an absence and responsibly completing assignments in a timely manner.
Course Tasks

The mode of instruction is primarily computer assisted instruction using MathXL. The textbook provides basic definitions of terms, general strategies and properties, and examples. In addition to the instructor, student assistants will be available in the class to help students. Students begin by taking a “diagnostic” test to determine their area of mastery and areas that need to be worked on within each chapter of that course. They will meet individually with the instructor to review the diagnostic test results and to develop their course plan. This course plan is customized for each student and it delineates the section assignments, chapter reviews, and unit tests the student needs to work on to receive credit and a passing grade for the course. The students will be using the text, satisfying the same student learning outcomes, taking the same tests and final exams, and held to the same standards or level of mastery as any other student enrolled in the same course. Upon completing all the work outlined in their course plan, the student will receive credit and an appropriate grade for the course (Math 20, Math 22, Math 24, or Math 25). The student may decide to enroll in the next course if it within the allowable deadline and continue as outlined above, or choose to wait until the start of the next semester to enroll in another math course. If the student chooses to wait until the next semester to enroll in another math course, then the student is released from the completed class.

Students transferring to this Multi-level class upon a referral by their instructor, have the option to transfer their chapter test scores taken in their original class or to retake their earlier tests.

ASSESSMENT TASKS AND GRADING

Points will be assigned to each graded assignment, class activity, and tests as follows:

1. **Homework**

   Homework sets are determined by a student’s Study Plan. MathXL generates a personalized study plan for each student based on his or her “diagnostic” test result for a chapter. The study plan links directly to interactive tutorial exercises for topics the student hasn’t yet mastered. When working on exercises, copy down the problem on your paper, work out the problem, then submit the answer online. Assignments must demonstrate the student’s ability to show their work neatly and completely, and be submitted in written form (pencil and paper) to the instructor. The instructor will be checking the written work periodically in class to insure that the students are showing their work correctly and progressing through their study plan. Students must complete the Chapter Test problems on-line (at the 80% level or higher) and submit a completed “paper and pencil” version prior to taking a test for the chapter.

2. **Chapter Test and Chapter Quiz**

   Chapter tests and/or quizzes are taken in The Testing Center at the end of each chapter. A chapter test (paper and pencil version only) will be 50 minutes in length and will be scored on a 100-point scale. A unit quiz will be 30 minutes in length and will be scored on a 50-point scale. **The student must achieve a minimum of 70% of the possible points for each chapter exam and quiz. Without this minimum requirement, a passing grade and credit for the course are not possible.**
3. **Retests**

After each chapter test, a chapter retest deadline will be posted. One retest is allowed without penalty for each chapter test if it done by the posted chapter retest deadline. The better of the two test scores will count towards your grade. No retests will be given after the chapter retest deadline. Retests are arranged by appointment with your instructor. The same applies to each unit quiz.

To take a retest for a chapter test, all of the following must be met:

(a) All problems from the Chapter test at the end of the chapter must be completed and approved by the instructor.
(b) The student must meet with the instructor to review mistakes made on the first form of the test taken.
(c) Additional math activities as designated by the instructor must be completed.
(d) The retest must be taken by the designated chapter retest deadline.

4. **Final Exam**

The final exam will cover the concepts and skills in the entire course. The final exam is one hour, fifty minutes in length and will be scored on a 150-point scale. **The student must achieve a minimum of 60% of the possible points for the final exam. Without this minimum, a passing grade for the course is not possible.**

No retesting for the final exam is available unless the 60% minimum is not met and the 70% minimum per chapter test.

5. **Course Grade**

Each letter grade for the course will be assigned according to the level of achievement listed below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100% of the cumulative points possible</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89% of the cumulative points possible</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79% of the cumulative points possible</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69% of the cumulative points possible</td>
</tr>
<tr>
<td>F</td>
<td>Less than 60% of the cumulative points possible</td>
</tr>
<tr>
<td>Cr</td>
<td>70% - 100% of the cumulative points possible</td>
</tr>
<tr>
<td>NC</td>
<td>Less than 70% of the cumulative points possible</td>
</tr>
<tr>
<td>N</td>
<td>See Below</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete - given when a student has failed to complete a SMALL part of the course due to circumstances beyond his/her control.</td>
</tr>
</tbody>
</table>

**N Grade Definition:** The student has worked conscientiously, attended class regularly, finished all work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learning objectives and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal, or family emergencies.
Note: Cr/NC grading may be selected online at the time when the student registers for the class. Otherwise, students must apply for Cr/NC grading option by submitting the proper and completed form (that requires instructor consent) to the Admissions Office by the posted deadline.

Note: W grade is given only when the student officially withdraws from the course by the posted deadline.

Note: Students who stop attending class, stop participating in the class, do not discuss their situation with the instructor (essentially disappear from the course), and do not withdraw or select the CR/NC grading option will receive an F grade for the course.

Additional Information

1. ABSENCES:

   It is your responsibility to attend every class meeting. If you are absent frequently or for an extended period of time, contact the instructor as soon as possible to discuss your situation. Absences and tardiness to class can have a negative impact on your success in this course.

2. GRADING ON HOMEWORK, QUIZZES, OR EXAMS:

   To receive full credit for problems done on any graded activity, you must show sufficient work in a clear, logical, and organized manner. It helps me determine where your error is (hence, you might be able to obtain partial credit) and if you are logically applying the mathematical tools learned to solve the given problem. Your work must be neat and organized. "Messy" and/or disorganized work will not be accepted.

3. CALCULATOR:

   Calculators are not allowed for tests unless otherwise specified by the instructor. Calculator use is encouraged for homework problems where needed.

4. HOMEWORK:

   For each chapter, as you read through each section, it is recommended that you write down terminology (words or phrase) or symbols and their meanings, formulas, and properties/rules that are important for each section. It is important for you to know these. It also helps to redo the example problems on a separate sheet of paper and show all the steps involved.

   After reading through each section carefully, it is helpful to try some of the odd numbered problems in each section. The answers to the odd numbered problems are available at the back of the textbook with more detail solutions provided in the student’s solution manual. The main homework is the online problems assigned to you by the study plan.
5. HELP:

Your instructor and in-class tutor are your primary human resource for help when you are lost or having trouble. Seek help immediately if you are encountering problems even after reading and re-reading the text section(s) and working on the online work from our study plan. See the instructor during class, office hours, make an appointment, email or call. Don’t wait too long to get help!! The Math Lab tutor is also available for drop-in assistance on the course material.

If a crisis comes up that interferes with the class, communicate with your instructor in a timely manner. Too many students wait until it is too late to inform their instructor about their crisis and that reduces the options that students may have to complete the course with a grade of C or better.

6. CELL PHONES: Please put your cell phone on silent mode or turn it off prior to the start of the class so that it does not disturb the class session.

9. DON’T PROCRASTINATE

Mathematics is not a subject that you can consistently be successful in by "cramming" a day or two before the test. By "cramming" you don't develop proficiency in doing the problems, knowledge of what to do on a particular problem and long-term understanding of the process. Also, if you procrastinate, you may fall so hopelessly behind that it becomes impossible to complete the course by the end of the semester. It requires constant work to keep on top of the material.

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.
Math 20

1. Tests – Chap 1, 2, 3
2. Quizzes – Chap 4, 6, 7
3. Cumulative Final Exam

Math 22

1. Tests
   a. Exam 1 – Chap 4
   b. Exam 2 – Chap 6
   c. Exam 3 – Chap 7
   d. Exam 4 – Chap. 8
2. Cumulative Final Exam

Math 24

1. Tests – Chap 1, 2, 3, 4
2. Cumulative Final Exam

Math 25

1. Tests – Chap 5, 6, 7, 8, 9/3
2. Cumulative Final Exam