

MATH 24 – ELEMENTARY ALGEBRA I - 3 credits
MWF 11:30 a.m. – 12:45 P.m.

INSTRUCTOR: Jean Okumura
OFFICE: Mana’opono 112A
OFFICE HOURS: M 10:00 – 11:00 a.m., W 1:00 – 2:00 p.m.
T 1:00 – 2:00 p.m., R 8:30 – 9:30 a.m.
Other Hours by Appointment
TELEPHONE: 236-9282
FAX NUMBER: 247-5362 Attention: Jean Okumura
EMAIL ADDRESS: jokumura@hawaii.edu
EFFECTIVE DATE: Fall 2015

MYMATHLAB COURSE ID: okumura99987

Windward Community College Mission Statement

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Catalog Description

MATH 24 represents the first course in a two course sequence covering elementary algebra topics. Topics include operations with real numbers; linear equations and inequalities; graphing; linear systems; and applications. (3 hours lecture)

Pre-Requisite(s): Grade of “C” or better in MATH 19, MATH 21, MATH 21B, MATH 22, or equivalent; satisfactory placement test score, or consent of instructor.

Suggested Basic Skills

Good study skills and habits; Competency with College Algebra (Math 103)

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.

Learning Resources and Materials

Required Texts: Beginning Algebra 11th ed., by Lial, Hornsby, & McGinnis
with MyMathLab (MML) access code

Optional Book: Student's Solutions Manual for Beginning Algebra 11th ed, by Lial,
Hornsby, & McGinnis

Required Online Tool: MML access code

MML Course ID: okumura99987

MATH LAB: La'akea 226 – free drop-in tutorial assistance

THE LEARNING CENTER (TLC): La'akea 228 – phone number 235-7498

UH Manoa Online Learning Academy: <http://manoa.hawaii.edu/ola/>
Free online tutorial assistance M – F: 9 am to 10 pm and Sundays: 5 to 10 pm

Brainfuse: <http://windward.hawaii.edu/Brainfuse/>
Free online tutorial assistance accessed via the MyUH portal.

STUDENT LEARNING OUTCOMES

These student learning outcomes will be assessed via course activities (homework, in-class work, and/or additional assignments) and via tests or quizzes.

1. Utilize precise mathematical language and symbols in written and/or oral form.
2. Demonstrate proficiency in performing operations with rational numbers, and variable expressions.
3. Interpret equations/inequalities geometrically and find solutions to equations/inequalities algebraically.
4. Use algebraic techniques to analyze and solve applied problems.
5. Find slope and apply it to finding the equation of a line.
6. Utilize introductory function concepts.
7. Demonstrate familiarity in the use of the rules of exponents and its applications.

Course Goals

1. To provide the student with fundamental concepts, properties and applications of elementary algebra.
2. To provide the student with mathematical background necessary for further work in mathematics and in other areas.
3. To cultivate and enhance the student's mathematical ability to reason.
4. To nurture the student's problem-solving skills.
5. To promote appreciation and awareness of the role of algebra in contemporary society.

Activities Required at Scheduled Times Other Than Class Times

Homework; possibly quizzes or exams; Supplemental Instruction (SI) sessions; consultation with instructor.

It is expected that students spend, at the minimum, 9 hours per week outside of class time studying, attending SI sessions, 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, SI leader, and/or the Math Lab whenever necessary;
5. Regularly attending class and, notifying the instructor of an absence and responsibly obtaining and completing assignments by the designated date.

Email and Laulima Website

You are responsible for checking your UH email regularly for important announcements. You are also expected to check the Math 24 course homepage at the Laulima website for important resources for the course.

MyMathLab(MML)

This course will utilize MML for many homework assignments. The new textbook purchased from the WCC bookstore is packaged with MML. If you purchase the textbook from elsewhere, be sure that it comes with the MML access code.

The MML access code also provides an e-book for the textbook for this course so if you prefer, you may purchase just the MML access code online through my MML Math 24 course.

For those who prefer a hard back textbook, you are welcome to purchase the textbook from WCC's bookstore. The new textbook sold at WCC's bookstore is packaged with an access code for MML that you need for the course.

Before you start using MML for assignments, be sure to do the browser check. A link to do a browser check is available at the MML home page. Your computer needs to have certain programs. The browser check will check what you have and let you know what you need to obtain and how to download it. These are all free programs.

After doing the browser check, it is recommended that you view the "How to Enter Answers" tour that is also available from MML Home. Then, do the first assignment – "Introduction" found at the Homework site of MML.

For most MML problems, you will have 3 chances to get the right answer for a given problem. If you still get the problem wrong after 3 chances, then the correct answer is given. If after 3 chances, you still get the problem wrong, you may be able to request a similar problem and have another 3 chances to get the problem correct. For each problem, you may be able to have at most 5 similar problems to be able to get that problem correct. Where the MML problem is a multiple choice problem with very few choices or if the problem is just a true or false problem, you will not be able to have as many chances or similar problems to be able to get the problem correct.

For MML homework/course activities, a deadline will be given. You may do MML problems/activities past the deadline and a 20% penalty on the points earned after the initial due date will be assessed. There will be a final deadline when you will not be able to earn any more points on that assignment.

Academic Honesty

All quizzes and exams are **closed books and notes and must be done by your individual effort**. You may not consult with any classmates while taking quizzes or exams. You are not allowed to tell a friend the type of questions on the quiz or exam, the answers, or help a classmate in any way (e.g. by explaining how to solve the problem). This would fall under the guidelines of academic integrity and any evidence of cheating will result in a score of 0 for all parties involved. Also keep in mind that we are assessing your knowledge and understanding of the concepts and strategies – attempting to find the answers online or through other sources is not in the spirit of academic honesty. An “F” will be assigned to students involved in **cheating** and will be reported to the Dean.

Graded assignments that apply to the course activities portion of your grade may be discussed with your classmates and you may seek guidance from the instructor, the Math Lab tutors, online tutors, or the Trio tutors (if you are a Trio client), however, the write up of the solution for each problem must be done on **your individual effort** unless otherwise specified by the instructor. Graded assignments are **not group assignments** where all members of the group write the same responses for each problem. Any evidence of plagiarism will result in a score of 0 for all parties involved. If plagiarism persists, then an “F” will be assigned to the students involved in **plagiarism** and will be reported to the Dean.

All students are required to follow the Student Conduct Code described at <http://www.hawaii.edu/policy/?action=viewPolicy&&policySection=ep&policyChapter=7&policyNumber=208>

Disruptive Behavior

Disruptive Behavior leads to a loss of learning time. Examples are activated beepers and cell phones, texting messages, making offensive remarks, packing books before class is over, making noise, leaving class early, coming to class late, sleeping in class, prolonged chattering, reading other materials not relevant to this class, etc. If a student takes part in disruptive behavior, the instructor reserves the right to exclude the student immediately from the class meeting, and will be marked absent.

Remember that class time is learning time. Also, be respectful of others and their learning time.

Supplemental Instruction

This class is supported by the Supplemental Instruction (SI) program. SI is a FREE, collaborative, peer-study program that helps students succeed in difficult classes. The SI Leader, Amber Ichinose, is a peer who has taken this class (or a higher level class) previously and has an understanding of the course material. In SI sessions, students will work together with Amber Ichinose (SI Leader) to explore important concepts, review class notes, discuss reading assignments, and review for tests. All students in this class are encouraged to attend!

Note: WCC data has shown that students who attend SI sessions are 20% more likely to receive A, B, or C grades than non-attendees and are less likely to withdraw from their courses. This data has also shown that the more sessions students attend, the more likely they are to pass.

Students are encouraged to attend 2 one-hour sessions per week. **A minimum of one hour of SI session participation per week is required for this class. You will lose 3 points for every one-hour (or portion of an hour) of SI participation that you do not complete and these points will be deducted from the course activities portion of your grade.**

For every one hour of SI session beyond the minimum one hour per week that you participate in, you will earn 1 point extra credit for the course up to a maximum of 2 points per exam or quiz period (not including the final exam period). Therefore, there is a maximum of 10 extra credit points that you can earn from SI participation for the course.

Course Tasks and Grading Information

Grades for this course are based on the following course tasks:

4 exams @ 100 pts	400 pts	(53% of possible pts)
1 quiz on sections 5.1 – 5.3	50 pts	(7% of possible pts)
Course Activities	150 pts	(20% of possible pts)
(Total percent earned)(150) = pts for CA		
Final Exam	<u>150 pts</u>	(20% of possible pts)
Total points	<u>750 pts</u>	

Course activities may include but are not limited to:

Textbook Problems	In-Class or Other Problems
Journal entries (writing assignments)	MML Problems
Reports or Presentations	SI Participation

The student must achieve a minimum of 70% of the possible points for each unit exam and a minimum of 60% of the possible points for the final exam. Without these two minimum requirements, a passing grade for the course is not possible.

There are no make-up opportunities for missed or late assignments, in-class activities, quizzes or other activities that are graded for the course activities portion of your grade. However, you will have 5 one business day late graces (LG) for the written homework for course activities. For the Course Activities portion of your grade, the total percent correct/earned will be multiplied by 150 and will be rounded to the nearest half to obtain your score for the course activities portion of your grade. The maximum score for the course activities portion of your grade is 150 points.

Course Tasks and Grading Information

Each letter grade for the course will be assigned according to the level of achievement as provided in the table below:

<u>Letter Grade</u>	<u>Definition</u>
A	90% - 100% of the cumulative points possible
B	80% - 89% of the cumulative points possible
C	70% - 79% of the cumulative points possible
D	60% - 69% of the cumulative points possible
F	Less than 60% of the cumulative points possible
Cr	70% - 100% of the cumulative points possible
NC	Less than 70% of the cumulative points possible
N	See special definition in the last note below
W	Official Withdrawal
I	Incomplete - given when a student has failed to complete a SMALL part of the course due to circumstances beyond his/her control.

Note: Cr/NC grades require written instructor consent. Students must apply for Cr/NC grading option at the Admissions Office by the posted deadline (it is the same deadline as the withdrawal deadline). If a student does not apply for Cr/NC grading option at the Admissions Office by the required deadline and if s/he does not withdraw, a letter grade (A, B, C, D, F) will be assigned for the course.

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

Note: “The N grade indicates that the student worked conscientiously, attended 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.”

Additional Information

1. ABSENCES:

It is your responsibility to attend class. If you are absent, borrow a classmate's notes and copy them for the day you were absent. You are responsible for those topics and examples discussed on the day of your absence. Furthermore, you are responsible for any important announcements or homework assignments given during the class you missed. Frequent absences can negatively affect your grade.

2. MAKE-UP POLICY:

There are no make-up opportunities for any quizzes, graded assignments, or graded in-class activities that you miss due to absences or tardiness. You will have 5 one business day late graces (LG) for the written homework for course activities.

If you are unable to attend class on an exam day, discuss your situation with the instructor as soon as possible before the exam day. It may be possible for you to take the exam earlier than the specified day/time. **IF YOU UNEXPECTEDLY MUST BE ABSENT ON AN EXAM DAY, NOTIFY THE INSTRUCTOR BY THE END OF THAT EXAM DAY. YOU MAY LEAVE A VOICE MAIL MESSAGE FOR THE INSTRUCTOR (236-9282) OR EMAIL JOKUMURA@HAWAII.EDU. BE SURE TO STATE THE REASON FOR THE ABSENCE. If no notification is received by the day of the exam or if the reason is not justified, then you will receive a 0 for that exam and no make-up will be allowed.** If notification is received and the reason is justified then a make-up exam will be scheduled. You must take the make-up exam as soon as possible after you return to school. The instructor has the right to request documentation of the student's absence and determine if the reason for the absence is justified. **FOR EACH STUDENT, NOT MORE THAN ONE MAKE-UP EXAM MAY BE TAKEN.**

3. Exams and quizzes are to be taken within the classroom (or other proctored) environment and without any references unless otherwise stipulated by the instructor. Unless permission is granted by the instructor, assignments, tests and quizzes must be completed and submitted to the instructor at the specified date and time.

4. FINAL EXAM: The final exam is cumulative. No retesting for the final is available unless the 60% minimum is not met and the 70% minimum per chapter test was met. In that event, a retest of the final exam is possible, however, the maximum score is 60% of the possible points for the final exam.

5. CALCULATOR: No calculators are allowed for exams unless otherwise specified by the instructor. Calculators may be used on homework as needed.

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. Put your cell phones away during class time.

Additional Information (continued)

7. HOMEWORK:

- **Read the sections to be covered in a class session prior to that class session.** As you read each section, write down terminology or symbols and its definition and properties/rules that are important. This will become helpful notes.
- **After reading through the required section, you need to do the pre-homework quiz for that section. Then, do as many of the MML (online) homework problems from that section as you can.** This pre-homework quiz will determine what you already know how to do. It will then adjust the section homework to give you problems dealing with objectives that you got wrong on the pre-homework quiz. If you prefer to do all problems on the MML homework for a section, then don't do any problems on the pre-homework quiz for that section and submit it to get a score of 0 so that all problems on the homework for that section will be assigned. The pre-homework quiz does not count toward your course activities portion of your grade.

Ask questions in class or in SI session if you do not understand or you need help on MML homework for a section. Depending on the number of questions that you have and the amount of class time available for questions on online homework, you may need to seek further assistance outside of class time from the instructor, from the SI Leader, from the Math Lab, or from other resources such as Brainfuse or the Online Learning Academy.

- **After the section(s) are discussed in class, there will often be written homework problems for you to do and turn in.**

You may need to do more than the assigned MML (online) homework problems to become comfortable with the concepts and skills. MML has study plan problems that you may use for extra practice. Remember, Mathematics is NOT A SPECTATOR SPORT! To succeed in mathematics, you must do problems and become comfortable at using the skills and properties.

The MML homework for each section counts toward the course activities (CA) portion of your grade and will have a due date. However, you may continue working on the MML homework for a few days past the due date with a 20% penalty on the points earned.

The written homework counts toward the course activities (CA) portion of your grade and must be turned in on time and at the beginning of the class, unless otherwise specified. LATE HOMEWORK WILL NOT RECEIVE ANY POINTS. However, you will have 5 one business day late graces (LG) for written course activities. You may turn in your written homework before the due date and/or time without losing CA points. There may be opportunities to earn some extra credit points towards your course activities portion of your grade, but, the maximum score for the course activities portion of your grade is 150 points.

Additional Information (continued)

7. HOMEWORK: (Continued)

Any item collected for grading purposes for the course activities portion of your grade is due at the BEGINNING OF CLASS unless otherwise specified by the instructor and WILL NOT RECEIVE ANY POINTS IF TURNED IN LATE.

Be sure to review and analyze your graded homework and other course activities after it is returned to you. This will help you to get a better understanding of the material and concepts.

8. RETESTS:

After each chapter test, a chapter retest deadline will be given. One retest is allowed without penalty for each chapter test if it is done by the specified chapter retest deadline and the better of the two tests will count toward your grade. No retests will be given after the chapter retest deadline. Retests are arranged by appointment.

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

- (a) All problems from a Chapter Self-test handout from the instructor must be completed and approved by the instructor.
- (b) All assigned problems from the Chapter Test must be completed and approved by the instructor.
- (c) If the student scored below 70%, then the student must meet with the instructor to review mistakes made on the first form of the test taken.
- (d) Additional math activities as designated by the instructor must be completed.

9. HELP:

Your instructor, SI Leader, and the Math Lab tutors are your primary human resources for help when you are lost or having trouble. Seek help immediately if you are encountering trouble with the material. See the instructor during office hours, see the SI leader during SI sessions, or go to the Math Lab. Don't wait too long to get help!!

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.

Additional Information (continued)

10. GRADING ON HOMEWORK, QUIZZES, OR EXAMS:

To receive full credit for problems done on exams, on quizzes, or for graded homework, you must show sufficient work in a clear, logical, mathematically precise and organized manner. This is to assess student learning outcome #1. It also 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.

11. 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 catch up. It requires constant work to keep on top of the material.

12. N Grade

"The N grade indicates that the student worked conscientiously, attended 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."

The N grade is an optional grade. Instructors do not have to give an N grade.

GRADING INFORMATION
MATH 24 - OKUMURA

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For the Course Activities portion of your grade, the total percent correct/earned will be multiplied by 150 and will be rounded to the nearest half to obtain your score for the course activities portion of your grade. The maximum score for the course activities portion of your grade is 150 points.

This course has Supplemental Instruction (SI). Students are encouraged to attend 2 one-hour sessions per week, if available.

Instructor: Jean Okumura
Office: Mana`opono 112A
Office Hrs: M: 10:00 a.m. – 11:00 a.m.
T: 1:00 – 2:00 p.m.
W: 1:00 – 2:00 p.m.
R: 8:30 – 9:30 a.m.
Other hours by appointment

Office phone: 236-9282
Email: jokumura@hawaii.edu
School Fax Number: 247-5362
Attention: Jean Okumura

TENTATIVE SCHEDULE – MATH 24
FALL 2015 – OKUMURA
MWF 11:30 am – 12:45 pm

	MONDAY		WEDNESDAY		FRIDAY
AUG 24	Orientation	AUG 26	1.1, 1.2, 1.3	AUG 28	1.4, 1.5, 1.6 <i>Last Day for 100% Refund</i>
AUG 31	1.7	SEPT 02	1.8	SEPT 04	SI Session
SEPT 07	HOLIDAY: Labor Day	SEPT 09	2.1, 2.2, 2.3	SEPT 11	SI Session
SEPT 14	2.4 <i>50% Refund Deadline</i>	SEPT 16	Ch 1 Review/SI Session	SEPT 18	CH 1 EXAM!!!
SEPT 21	SI Session	SEPT 23	2.5	SEPT 25	2.6
SEPT 28	2.7	SEPT 30	2.8	OCT 02	SI Session
OCT 05	3.1, 3.2	OCT 07	Ch 2 Review/SI Session	OCT 09	CH 2 EXAM !!!
OCT 12	3.3	OCT 14	3.4	OCT 16	SI Session
OCT 19	3.5	OCT 21	3.6	OCT 23	SI Session
OCT 26	4.1	OCT 28	Ch 3 Review/SI Session	OCT 30	CH 3 EXAM !!! <i>W & CR/NC Deadline</i>
NOV 02	4.2, 4.3	NOV 04	4.4	NOV 06	SI Session
NOV 09	4.5	NOV 11	HOLIDAY: Veteran's Day	NOV 13	SI Session
NOV 16	5.1	NOV 18	Ch 4 Review/SI Session	NOV 20	CH 4 EXAM !!!
NOV 23	5.2	NOV 25	5.3	NOV 27	Non-Instructional Day
NOV 30	More on 5.1, 5.2, 5.3	DEC 02	Ch 5 Review/SI Session	DEC 04	CH 5 QUIZ!!!
DEC 07	Final Exam Review	DEC 09	Final Exam Review	DEC 11	SI Session
DEC 14	No Class Study for Final Exam	DEC 16	FINAL EXAM !!! 11:30 am-1:30 pm		