Math 103: College Algebra
CRN: 60061
4 Credits
Exams on Fridays at 8:00am

INSTRUCTOR: Tiffany Hayler
OFFICE: N/A
OFFICE HOURS: Wednesdays at 10:00am via Zoom, or by appointment
TELEPHONE: n/a. EMAIL: haylert@hawaii.edu
EFFECTIVE DATE: Fall 2021

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 103: Linear equation, inequalities, systems of equations, polynomial functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions; rational, exponential and logarithmic functions. (4 hrs. lecture)

PREREQUISITES: Grade of "C" or better in Math 25, 26, 29, 82 or equivalent, satisfactory placement test score, or consent of instructor. WCC: FS, FQ Math 88: Provides students with supplemental algebra instruction that directly supports the topics covered in Math 103. Pre-Requisites: Satisfactory Placement Score

STUDENT LEARNING OUTCOMES

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

1. Graph or interpret algebraic relations that are relevant to the topics in this course.

2. Employ algebraic techniques to find the solutions to equations or inequalities, or systems of equations or inequalities appropriate to the level of this course.

3. Use algebraic techniques to analyze and solve applied problems.

4. Utilize precise mathematical language and symbols to effectively communicate mathematics in written and/or oral form.
COURSE CONTENT

- Sets and the Real Number Line; Models, Algebraic Expressions, and Properties of Real Numbers; Integer Exponents and Scientific Notation; Rational Exponents and Radicals; Polynomials and Multiplication of Radicals; Division of Polynomials; Factoring; Rational Expressions and More Operations on Radicals.
- Linear Equations and Rational Equations; Applications and Modeling with Linear Equations; Complex Numbers; Quadratic Equations; Applications of Quadratic Equations; More Equations and Applications; Linear Inequalities and Compound Inequalities; Absolute Value Equations and Inequalities; Polynomial and Rational Inequalities.
- The Rectangular Coordinate System (Distance and Midpoint Formulas); Circles; Functions and Relations; Linear Equations in Two Variables and Linear Functions; Applications of Linear Equations and Modeling; Algebra of Functions and Function Composition.
- Quadratic Functions and Applications; Variation.
- Exponential Functions; Logarithmic Functions; Properties of Logarithms; Exponential and Logarithmic Equations.
- Systems of Linear Equations in Two Variables and Applications; Systems of Linear Equations in Three Variables and Applications; Systems of Nonlinear Equations in Two Variables; Inequalities and Systems of Inequalities in Two Variables.

REQUIRED MATERIALS


Required Technology Tool: Scientific calculator

Required Online Tool: Pearson MyLab Math online access code.

Required Internet Connection: Students need access to a strong internet connection.

Access to a Printer: Final Exam needs to be printed and will be proctored via Zoom.

Access to a Webcam: Final Exam will be proctored via Zoom.

Required Scanning Ability or Smartphone/Tablet Use: Students need to be able to upload their notes from class lectures to Laulima Dropbox. Students may also choose to take their notes online by writing on a pdf with a tablet of some kind if they do not have access to a scanner or would prefer to use this method.

However, students will not be allowed to use a device capable of access in the internet for the Final Exam. The final will be proctored via Zoom and must be printed out.

Access to Final Exam Space: The final exam will be proctored via Zoom. Students need to have a desk space large enough to allow their computer screen view to be in front of them and to include both the students head, hands, test and calculator in the camera view at all times.

Final Exam Etiquette: If a student’s head and/or hands leave the camera view, or the student is looking off screen, the student will receive a verbal reminder to have head and hands viewable on screen and/or eyes on their test. After 2 verbal reminders, if a student violates this requirement a third time, the student’s exam will receive a score of 0%. There are no retests for the final exam.
A student is allowed one 5-minute bathroom break during the exam. They must obtain permission from the instructor before leaving the screen.

**LEARNING RESOURCES**

**Math lab:** La’akea 220 – free drop-in tutorial assistance online via Zoom

**WCC Testing Center:** La’akea (Library Learning Commons) rm 228 – phone number 235-7498

**UH Manoa Online Learning Academy:** [http://manoa.hawaii.edu/ola/](http://manoa.hawaii.edu/ola/)

**Brainfuse:** [http://windward.hawaii.edu/Brainfuse/](http://windward.hawaii.edu/Brainfuse/) Free online tutorial assistance accessed via the MyUH portal.

**Khan Academy:** [https://www.khanacademy.org/](https://www.khanacademy.org/) Free online lessons and practice.

**COMMUNICATION**

As this course is online, it is important to check in with class content **daily**.

You are responsible for checking your UH email regularly for important announcements. The math course homepage at the Laulima website is how you will turn in lecture notes via Dropbox, as well as view important resources for the course. You will also have weekly homework assignments posted to MyLabMath.

If you are ever falling behind in the course, reach out to the instructor! Communicate any needs or concerns and the instructor will work with you to find a solution!

**OFFICE HOURS**

**Virtual Office Hours:**
Wednesdays at 10:0am or by appointment.

If you would like to make an online office hour meeting, email the instructor 24hrs prior to when you would like to set up the office hour and a time to meet will be determined.

**RESPONSIBILITIES OF THE STUDENT**

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. Participating in weekly lecture videos and homework and, notifying the instructor of an absence or emergency and responsibly obtaining and completing assignments by the designated date.

*If a student feels an assignment has been unfairly graded, or that there are any other concerns about the course or the material, it is up to the student to bring this to the attention of the instructor, as soon as possible, to fairly discuss and communicate any concerns!*
LAULIMA
Laulima is one of the main platforms of communication for this class. Resources for each week, as well as the syllabus and course schedule will be on our Laulima website. You will also upload your lecture notes and final exam in weekly Dropbox folders on Laulima. (Please create 6 weekly folders in Dropbox for this course.)

Please make sure to label your documents as shown below.
Label all documents as: (document title)LastName_FirstName

Assignments that are submitted incorrectly will receive a score of 0%. If the assignment was turned in on time, yet in the wrong format, the student will have the opportunity to resubmit the assignment for full credit within a reasonable timeframe.

However, please note that because the assignment was submitted late, it may not be graded as quickly as the other assignments.

COURSE WORK
Once a week, students will be expected to:

1. Read the assigned sections for each week.
   We will be covering a few sections each week.

2. Watch the lecture videos for each week.
   Lecture videos are on YouTube, a link for them will be provided on the main page of your Math 140 Laulima website.

3. Fill out and turn in lecture notes while watching the lectures then upload to Dropbox on Laulima as a pdf. Blank lecture notes for each section are provided in Laulima under “Resources.” Neatly written and completed notes are worth 5 points each. Upload completed notes to your Laulima Dropbox by 11:59pm on Fridays for each week’s sections.

   Each section has its own set of problems that you will need to complete on MyLabMath.

5. Take any exams that are posted for that week.
   There are five exams in this course and one final exam. The final exam is cumulative and will need to be printed as it will be proctored via Zoom. The other exams do not need to be printed if the student has access to a writing tablet, otherwise they will still need to be printed.

6. Upload your exams pdf to Dropbox
   Make sure to show your work for each of the problems on your exams. Once you complete your exam you have 30 minutes to upload your exam work to Laulima. This written work is necessary for your grade as points are awarded for work shown, not just the correct answer. Late notes are deducted 5% every 15 minutes extra to the designated turn in time. Once a 5hrs have passed the exam will receive a score of 0% unless the student has contacted the instructor and made prior arrangements.
**WEEKLY LECTURE VIDEOS**

Lectures will be given via a Youtube channel. The link is on the course calendar on the Laulima homepage. You will follow along with the lectures and write down the class notes. Turn in the completed notes via Dropbox at the end of each respective week to receive credit for the notes (Fridays by 11:59pm).

It is expected that students spend, at the minimum, **24 hours per week** outside of class time studying, attending the Math Lab and/or SI sessions for extra help, and doing homework and readings for this class.

**MyLabMath-- PEARSON**

This course will utilize MyLabMath (MLM) for homework and exams. A new textbook purchased from the WCC bookstore is packaged with an access code. If you purchase a used book or the textbook from elsewhere, be sure that it comes with the access code.

The MyLabMath access code also provides an e-book so if you prefer, you may purchase just the access code online. Before you start using MLM for assignments, be sure to check the system requirements and browser settings.

For MLM homework, a deadline will be given. Homework may be worked on after the deadline, with a 20%-point penalty on all problems finished after the original due date.

**EXAMS**

**How Many:** 5 regular exams and one final exam.

**Exam Times:** The exams will open on Laulima on the Fridays mentioned in the overview course calendar, at 10:00am. Students have 1hr and 15 minutes to take the exam, plus 30 minutes grace period to print and upload the exam.

**Make-up Exam:** If a student is unable to attend class on an exam day, they are to discuss their situation with the instructor as soon as possible before the exam day. The student may be able to take the exam earlier than the specified day/time. If the student is unexpectedly absent on exam day, notify the instructor by 4:00 pm that day via e-mail. If the notification is promptly received and the reason is justified, then a make-up exam will be scheduled. The instructor reserves the right to request documentation to determine whether the absence is reasonable. For each student, NO MORE THAN ONE make-up exam may be taken.

**Re-tests:** There will be no retests allowed. However the score on the final exam can be duplicated and used to raise one of the course exams, given that the exam is lower than the final exam score.

**Final Exam:** The final exam will cover concepts and skills from the entire course. The final exam is 2 hours long and will be the only exam that will be proctored during a Zoom meeting.

Due to the proctoring, a student must have access to a printer on the day of the final exam. If a student does not have access to a printer, they MUST contact the instructor at least 72hrs in advance to request assistance in finding access to a printer.
Tablets are allowed to be used for Lecture Notes and the other three course exams but are NOT allowed to be used for the final exam.

**COURSE TASKS AND POINT WORTH**

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

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 course exams</td>
<td>500 pts</td>
<td>57%</td>
</tr>
<tr>
<td>Course Activities (Total percent earned) (225pts) = pts for CA</td>
<td>225 pts</td>
<td>26%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150 pts</td>
<td>17%</td>
</tr>
<tr>
<td>Totals</td>
<td>875 pts</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Course Activities** may include but are not limited to: Lecture Notes, WebAssign homework problems, Quizzes or any other assignments outside of the course exams and the final exam.

The total percent correct will be multiplied by 225 and will be rounded to the nearest 1/2 point to obtain your score for the course activities portion of your grade. The maximum score for the course activities portion of your grade is 225 pts.

**FINAL GRADES**

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

<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 point’s possible Official Withdrawal</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
</tr>
</tbody>
</table>
I  Incomplete - given when a student has failed to complete a SMALL part of the course due to circumstances beyond his/her control.

SPECIAL GRADING

Note: To receive a CR/NC you need written instructor consent. Students MUST apply to at the Admissions Office by the deadline on the UH academic calendar for the current semester to receive this option.

Note: To receive a W grade a student must officially withdraw from the course before the posted deadline on the UH academic calendar for the current semester.

Note: The I grade is a temporary grade given at the instructor’s discretion when a student has failed to complete a small part of a course because of circumstances beyond his or her control.

A student may qualify for the I grad if (a) they are unable to take the final exam and (b) taking the final exam could possibly raise their course grade. The I grade is given by student request and must be approved by the instructor.

ACADEMIC HONESTY

You may not consult with any classmates or outside resources while taking quizzes or exams.

You are not allowed to tell a classmate the kind of questions on a quiz or exam or help a classmate in any way (e.g. by explaining how to solve the problem). Evidence of cheating will result in a score of 0 for all parties involved. An “F” will be assigned to students involved in cheating and will be reported to the Dean. Please keep in mind that you are being assessed for your own knowledge and understanding of the concepts and strategies.

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

SPECIAL DEADLINES

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/31/2021</td>
<td>Last day to register</td>
</tr>
<tr>
<td>08/31/2021</td>
<td>Last day to receive 100% tuition refund</td>
</tr>
<tr>
<td>09/14/2021</td>
<td>Last day to receive 50% tuition refund</td>
</tr>
<tr>
<td>09/14/2021</td>
<td>Last day to drop (No &quot;W&quot; on transcript)</td>
</tr>
<tr>
<td>11/01/2021</td>
<td>Last day to withdraw from class (&quot;W” on transcript)</td>
</tr>
</tbody>
</table>
ADDITIONAL INFORMATION

• EMAIL:
  Be sure to put “Math 103” then the nature of the email in the subject line of your email. Please allow for 24 hrs to pass before sending a follow up email.

• FINAL EXAM:
  The final exam is cumulative. This means any problem or concept from any of the sections may be included in the final exam. The final exam will be proctored by the instructor via Zoom and is the only exam that will be proctored for this course.
  Due to this, a student must have access to a printer on the day of the final exam. If a student does not have access to a printer, they MUST contact the instructor at least 72hrs in advance to request assistance in finding access to a printer.
  Tablets are allowed to be used for Lecture Notes and the other course exams but are NOT allowed to be used for the final exam.

• CALCULATOR:
  Scientific calculators only, no graphing calculators allowed. Phone calculators will not be allowed during the final exam.

• HELP:
  The course instructor is your main human resource for help when you need help with the course material. There are also online help resources available and the Windward Community College Math Lab, online via Zoom. PLEASE seek help immediately if you are still lost or confused about the material after reading the sections and watching the lectures.

• GRADEBOOK:
  The gradebook on Laulima will be used for this course, however the class activity portion of your grade will only be updated at the end of the semester.

• EXTRA CREDIT:
  The opportunity for extra credit opportunities may arise during the course. But the maximum score for exams is 100% and 100 points for the class activities portion.

DISABILITIES ACCOMMODATIONS

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Roy Inouye can be reached at (808) 235-7448, royinouy@hawaii.edu, or you may stop by Hale Kākoʻo 106 for more information.
Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, 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.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Madoka (Doka) Kumagai, Confidential Advocate
Phone: (808) 348-0663 (cellular)
Phone: (808) 956-6084 (office)
Email: kumagaim@hawaii.edu

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Kaʻula K. Silva-Park, Title IX Coordinator
Phone: (808) 235-7468
Email: karlas@hawaii.edu
Office: Hale ʻĀkoakoa 220

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. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources and the University’s Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

Location: Alakaʻi 121
Phone: (808) 235-7422