Math 100: Survey of Mathematics
CRN: 61071
3 Credits

INSTRUCTOR: Tiffany Hayler
OFFICE: N/A
OFFICE HOURS: TBA via Zoom, or by appointment
EMAIL: haylert@hawaii.edu
EFFECTIVE DATE: Spring 2022

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

An introduction to quantitative and logical reasoning for the nonscience/non-mathematics major. The question, “What is mathematics?” is explored, while focusing on mathematical systems or models, cultivating an appreciation for mathematics as an aesthetic art, and developing skills in problem solving and analysis. (3 hrs. lect.)

Pre-Requisite(s): C or better in MATH 25, 26, 28, 29, 75X or higher or equivalent, co-requisite enrollment in Math 78, satisfactory math placement test score, or consent of instructor.

STUDENT LEARNING OUTCOMES

Upon completion of the course, the student will be able to:

• Utilize basic properties and/or operations related to the topics covered in the course
• Employ symbolic/mathematical techniques to solve applied problems
• Utilize precise mathematical language and symbols to effectively communicate mathematics in written and/or oral form

Note: All SLO assessments are embedded in class activities, homework, quizzes, or Exams.
REQUIRED MATERIALS

**Required Texts:** (Online or Physical Copy): Thinking Mathematically, 7th ed., by Blitzer

**Required Technology:** Computer and non-graphing 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 exams to Laulima Dropbox. Students may also choose to take exams 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 exams to 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  (All Virtual Office Hours)
Set office hours TBA on Laulima. If you would like to set up an office hour outside the specified times, 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 readings 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 exams and final exam in weekly Dropbox folders on Laulima. (Please create 17 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.
Once a week, students will be expected to:

1. **Read the assigned sections for each week.**
   We will be covering multiple sections each week.

2. **Communicate with instructor or go to office hours.** The instructor is there to help! Make use of a great resource if you need help or clarification with any of the course work.

3. **Complete weekly WebAssign homework.**
   Each section has its own set of problems that you will need to complete on MyLabMath.

4. **Take any exams that are posted for that week.**
   There are four 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 three exams do not need to be printed if the student has access to a writing tablet, otherwise they will still need to be printed.

5. **Upload your exams pdf to Dropbox.**
   The exam will be available in Laulima as a pdf at the time stated on the Laulima overview page. You have 1 hr and 15 minutes to take the exam from the time it is posted, plus an additional 30 minute grace period for printing and uploading, as needed. 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 exams 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.**

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.

**MYLAB MATH ---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 WebAssign 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:** 3 regular exams covering various sections (stated in the Laulima course overview) and one final exam.

**Exam Times:** The exams will open on Laulima on the days and times mentioned in the overview course calendar. Students have 1hr and 15 minutes to take the exam (Final exam is 2 hrs), 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 are no retests.

**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 are NOT allowed to be used for the final exam.

**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](http://www.hawaii.edu/policy/?action=viewPolicy&&policySection=ep&policyChapter=7&policyNumber=208)

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 Approx.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 course exams</td>
<td>300 pts</td>
<td>55%</td>
</tr>
<tr>
<td>MLM Homework</td>
<td>150 pts</td>
<td>27%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 pts</td>
<td>18%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>550</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

The total percent correct will be multiplied by 150 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 150 points.

**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>
<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>
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.

ADDITIONAL INFORMATION

• EMAIL:
  Be sure to put “Math 100” then the nature of the email in the subject line of your email. Please allow for at least 24 hrs to pass before sending a follow up email.

• CALCULATOR:
  No calculator use will be allowed on the Chapter 1 exam. A scientific calculator may be used on the other exams.

• 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 MLM help videos.

• 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.

• STUDENT ABSENCE
  It is a student’s responsibility to keep up with course work. Even if the student is unable to complete course work for a period of time, he/she is responsible for the missed topics and examples covered in the class. If a student is absent frequently or for an extended period of time, they must contact the instructor as soon as possible to discuss the situation. Frequent or long periods of absence require a professional note justifying the absence. (For WWW courses, absence is when the student has not logged into Laulima or MLM to do any course work)

• 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.
**SPECIAL DEADLINES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>01/18/2022</td>
<td>Last day to register</td>
</tr>
<tr>
<td>01/18/2022</td>
<td>Last day to receive 100% tuition refund</td>
</tr>
<tr>
<td>02/02/2022</td>
<td>Last day to receive 50% tuition refund</td>
</tr>
<tr>
<td>02/02/2022</td>
<td>Last day to drop (No &quot;W&quot; on transcript)</td>
</tr>
<tr>
<td>03/28/2022</td>
<td>Last day to withdraw from class (&quot;W&quot; on transcript)</td>
</tr>
</tbody>
</table>

**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.

**SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)**

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  
Karla 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: Alaka‘i 121
- Phone: (808) 235-7422