

**Leeward Community College
Mathematics & Natural Sciences Division
Course Syllabus – Fall 2011**

MATH 82 – Accelerated Algebraic Foundations (4.0 credits)

CRN: XXXXX

Instructor's Information	Class Meetings	Office Hours
Name Office: XX-XXX Phone: 455-0XXX Email: XXX@hawaii.edu	Day Time in room	XXX Office hours will be held until the last day of instruction. Other times and dates might be possible by requesting an appointment.
ALEKS Course Code: XXXXX-XXXXX		

Catalog Description

MATH 82 covers essential algebraic concepts and procedures needed for success in College Algebra, Survey of Mathematics, and Statistics courses: signed numbers; exponents, roots and radicals; expressions and polynomials; special products; factoring; linear equations, inequalities, and systems; quadratic equations; rational expressions and equations; graphing; function notation; and applications.

Student Learning Outcomes

Upon successful completion of MATH 82, a student should be able to:

- Identify and practice sound math study skills.
- Correctly apply procedures to solve equations, inequalities, and systems.
- Correctly apply procedures to simplify a variety of algebraic expressions.
- Correctly apply factorization techniques to polynomials.
- Analyze linear and quadratic equations to graph lines and parabolas.
- Select and correctly utilize precise mathematical language and symbols to effectively communicate procedures and results.

Pre-requisites

Any one of the following, or an articulated equivalent, within the past two years will qualify a student for MATH 82:

- CR in MATH 18
- C or better in MATH 22
- Qualifying placement test score (30 or higher in the COMPASS algebra placement domain)

Important Notice

MATH 82 is a 4-credit accelerated course that replaces the previously-offered pair of 3-credit algebra courses (MATH 73 and MATH 83). Completion of MATH 82 allows a student to qualify for a transfer-level math course (MATH 100, MATH 103, or MATH 115) in just one semester rather than the two semesters needed if the student took the two 3-credit algebra courses. Because MATH 82 is an accelerated course and is a 4-credit course, a student will need to spend more time and effort each week to complete MATH 82 than to pass a non-accelerated 3-credit algebra course. Doing the extra work needed to pass MATH 82 enables a student to take just one semester to qualify for a transfer-level math course rather than having to spend a second semester taking another algebra course before qualifying.

Redesigned "Emporium" Model Courses

This course is offered in an Emporium Redesign format in which learning is self-directed within some broad parameters and where finishing the course early is possible and encouraged. In the Emporium Model, class time is spent working on the instructional software, ALEKS. There are no class lectures, no pre-set daily assignments, and no pre-set exam dates. However, there are attendance and participation requirements as well as a set of mid-

semester requirements to ensure minimally acceptable progress. In addition, a student must successfully complete the course requirements by the due dates at the end of the semester in order to earn credit for the course.

Course Materials

- Required: 18-week ALEKS Access Code*
- Required: MATH 82 Instructional Materials Packet
- Required: Three-ring binder for letter-sized (8.5" x 11") paper
- Required: Scientific calculator**
- **Optional** textbook***: Elementary and Intermediate Algebra, third edition, by Mark Dugopolski.

Notes:

- * The ALEKS Access Code can be purchased online using a credit or debit card or, at higher cost, from the Leeward CC bookstore.
- ** Use of scientific calculators will be allowed on the graded parts of the course. Graphing calculators, cell phone calculators, personal digital assistants, and/or notebook computers will NOT be permitted.
- *** The optional textbook is available for viewing in ALEKS at no additional cost. A printed copy of this textbook is NOT required to be successful in this course, but a student who wants one has these options for purchasing a copy:
 - Direct from the publisher: <http://www.mhprofessional.com/product.php?isbn=0073384356>
 - From the Leeward CC bookstore, or other textbook retailer, as a special order using ISBN-10 # 0073384356

Grading Policy

This section of MATH 82 is offered in mastery format. The grading option is limited to CR/NC only. There are three sets of requirements that must be successfully completed in order to earn CR (credit) for this course. Failure to meet any of the requirements will result in a grade of NC (no credit).

1. Weekly Attendance and Progress: By **Saturday, November 26, 2011**, which is the due date of the last "intermediate objective," a student must accumulate a total of at least 20 combined attendance and progress points in order to be eligible to earn CR for the course. This requirement will be waived only for students who successfully complete both of the other two sets of course requirements (#2 and #3 below) before the last day of instruction (**December 8, 2011**).
 - Attendance: A student will earn one attendance point for the week if they attend the entire scheduled class meeting and work through the course material during the class time. A student who is more than 15 minutes late and/or leaves more than 15 minutes early will earn only one-half of an attendance point. A student who attends a scheduled class meeting but does not work through the course material during class time will be considered absent and will not earn an attendance point for that week.
 - Progress: From the second through the fourteenth weeks of the semester, there will be an ALEKS intermediate objective due on the Saturday of each week. A student will earn one progress point for scoring 100% on that week's intermediate objective. Alternately, a student who does not score 100% on the week's intermediate objective but who has worked in ALEKS for at least 4 hours during the week (Sunday to Saturday) will earn the week's progress point. Although there are two different ways to earn a progress point, at most only one progress point can be earned each week.
2. Mid-Semester: In order to maintain eligibility to earn CR for the course, a student must meet **both** of the following requirements by the end of the eighth week of the semester (which is the ½ way point of the semester):
 - Intermediate Objective #7: A student must score at least 70% on intermediate objective #7, which measures progress in ALEKS and is due on **Saturday, October 15, 2011**. A student who scores less than 70% on intermediate objective #7 will receive NC for the course and will be moved into a "practice" course where work and learning can be done but will not count toward credit for the course.
 - Graded Paper-and-Pencil Quiz: A student must pass (by scoring at least 85%, as described below) at least one of the four required paper-and-pencil quizzes by **Friday, October 14, 2011**. A student who has

not passed at least one quiz by **October 14, 2011** will receive NC for the course and will be moved into a "practice" course where work and learning can be done but will not count toward credit for the course.

3. End-of-Semester: A student who meets the mid-semester requirements will earn CR for the course by successfully completing **both** of the following requirements by their due dates:
- Graded Cumulative Assessment (GCA): A student must qualify for and then score at least 85% overall on a computerized assessment covering the entire course. The GCA will be done in and scored by the ALEKS program and must be taken at an approved location on campus. Students can attempt the GCA as soon as they qualify. In order to earn CR for the course, the GCA must be successfully completed by Thursday, **December 15, 2011**. A GCA can only be taken if the instructor schedules one so be sure to request one from the instructor at least one day in advance. The GCA is "closed book" and "closed notes," but use of a scientific calculator is permitted.
 - Graded Paper-and-Pencil Quizzes: A student is required to score at least 8.5 out of 10 possible points (85%) on each of four written quizzes. These quizzes must be taken at an approved location on campus and must be successfully completed by the college-defined last day of instruction (**Thursday, December 8, 2011**). They may be taken in any order and will cover the following topics:
 - i. Order of Operations
 - ii. Applications
 - iii. Graphing Lines
 - iv. Systems of Linear Equations

Both the GCA and graded paper-and-pencil quizzes must be taken at an approved location on campus. The usual locations are in the main campus testing center in BE-227, the Math Lab in MS-204, and the after-hours online testing room in BS-109, during appropriate hours as listed on page 5. Any other testing or quizzing location requires specific advance arrangements and instructor approval. During the college-defined Finals Week, all GCAs will be taken in the Emporium classroom, **MS-211**.

Graded Cumulative Assessment (GCA)

A GCA can only be taken if the student qualifies and the instructor schedules one. After qualifying, be sure to request one from the instructor at least one day in advance. The GCA is "closed book" and "closed notes," but use of a scientific calculator is permitted. A student who qualifies for and attempts the GCA needs an overall score of at least 85% in order to successfully complete the GCA requirement. A student can score 85% overall on the GCA by either of the following:

- Scoring at least 85% on the GCA.
- Scoring at least 70% on the GCA after completing 100% of the ALEKS pie through independent study and practice (since the average of the combined scores is 85%).

A student qualifies to take the GCA in any of the following three ways:

- Up to the due date of the last intermediate objective (**Saturday, November 26, 2011**), a student who completes 100% of the ALEKS pie through independent practice qualifies to take the GCA. Any student who qualifies for and takes the GCA but does not achieve a successful score on it may resume working in ALEKS and re-qualify for the GCA after once again completing 100% of the ALEKS pie through independent study and practice
- Between the last intermediate objective due date (**Saturday, November 26, 2011**) and the college-defined last day of instruction (**Thursday, December 8, 2011**), a student who completes at least 85% of the ALEKS pies through independent practice qualifies to take the GCA. Any student who qualifies for and takes a GCA before the last day of instruction but does not achieve a successful score on it may resume working in ALEKS and re-qualify for the GCA after once again completing at least 85% of the ALEKS pie through independent study and practice.

- After the last day of instruction (Thursday, December 8, 2011), a student is permitted to schedule and take the GCA just once regardless of prior progress in ALEKS. Multiple attempts at the GCA will not be permitted after the last day of instruction. The last day to take the GCA is Thursday, December 15, 2011.

Graded Paper-and-Pencil Quizzes

Successfully completing a quiz requires earning at least 8.5 out of the 10 possible points on the quiz. This may be done in one of two ways. The first is to score at least 8.5 points on the quiz itself. The second is to earn a "bonus point" by scoring a perfect 10 points out of 10 on a quiz then applying the bonus point to one future quiz score of 7.5 or 8 points out of 10. A bonus point must be earned before it is used and cannot be applied to a past quiz.

Quizzes are "closed book" and "closed notes," but use of a scientific calculator is permitted. The instructor will grade the quiz within two business days and send the quiz score to the student's UH email. A student can briefly view the graded quiz at the next regularly scheduled class meeting. With at least one full business day's advance notice to the instructor, a quiz can also be viewed during office hours. In either case, the instructor will collect and keep all graded quizzes.

The quizzes may be taken and passed in any order. A first attempt at a quiz may simply be requested at the testing center or Math Lab. No permission or approval is needed for a first attempt. Note that first attempts at different quizzes on the same day do not require permission so it is possible (but not recommended) for a student to make a first attempt at all four quizzes in a single day. Quizzes may not be taken during class time.

After finishing 100% of Intermediate Objective:	Students should take the:
#03	Order of Operations Quiz
#04	Applications Quiz
#05	Graphing Lines Quiz
#06	Systems of Equations Quiz

Ideally, a student will pass each quiz on the first attempt but in the event that a student earns less than the required 8.5 points on a quiz, the student can qualify to re-take a quiz on the same topic under the following conditions:

- All quizzes, including re-takes, must be taken and completed by Thursday, December 8, 2011.
- The student must meet with his/her instructor and correctly complete an instructor-provided worksheet. The worksheet is designed to ensure that the student has viewed the quiz videos and recognizes the important techniques and notation that are covered in the videos.

Quiz Preparation

Prior to attempting a quiz, a student should be sure to have mastered the appropriate ALEKS topic(s), as listed in the Quiz Guide page of the Instructional Materials Packet. On each quiz, points will be deducted for incorrect or insufficient use of notation. To prepare for this expectation, a student should do the example problems contained in the instructional materials packet and compare the work to the quiz video in Lailima. These quiz videos explain why the notation is needed and show the appropriate level of detail in the worked-out answers. By paying careful attention to the quiz videos and worked examples, a student will improve the likelihood of passing quizzes on their first try.

Taking GCA and Paper-and-Pencil Quizzes

To take the GCA or any quiz, a student must bring a picture ID to the testing center in BE-227, the Math Lab in MS-204, or the after-hours online testing room in BS-109. The GCA and quizzes must be started and completed during the testing location's scheduled hours (listed below). When taking a quiz, a student must provide the following information: instructor's name and the name of the quiz. To allow a reasonable amount of time for completing the work, the following guidelines must be followed:

- When taking the GCA, a student must arrive at the testing location at least 2 hours before closing time. If a student thinks longer than 2 hours will be needed to complete the GCA, the student should arrive earlier.
- When taking a quiz, a student must arrive at the testing location at least 1 hour before closing time.

Students must take the GCA and quizzes during the times listed on the next page at the specific testing location. The testing location might refuse to administer assessments and quizzes during times that are not listed. Any student who is unable to make these hours must discuss the scheduling issues with the instructor to see if alternative testing locations can be arranged. The testing locations are closed on holidays, the day after Thanksgiving, Spring Break, and on other non-instructional days.

Testing Locations and Hours

Days / Times	Paper-and-Pencil Quizzes	Graded Cumulative Assessment
Monday to Friday Morning to Afternoon	Campus Testing Center in BE-227 from 8:00 am to 4:00 pm	
Monday to Thursday Afternoon to Evening	Math Lab in MS-204 3:00 pm to 7:30 pm	After-hours online computer testing in BS-109 3:00 pm to 8:00 pm *No paper-and-pencil quizzes*
Saturday Morning	No paper-and-pencil quizzes	After-hours online computer testing in BS-109 9:00 am to 1:00 pm *No paper-and-pencil quizzes*
Monday to Thursday of Finals Week No testing on Friday	No paper-and-pencil quizzes	Emporium classroom in MS-211 8:00 am to 7:00 pm *No paper-and-pencil quizzes*

Emporium classroom

The math Emporium classroom in MS-211 is open on each regular instructional day of the semester

- Monday and Wednesday: 8:00 am to 4:00 pm and 5:00 pm to 7:00 pm
- Tuesday and Thursday: 8:00 am to 3:00 pm and 5:00 pm to 7:00 pm
- Friday: 8:00 am to 3:00 pm

Math Lab Hours

The Math Lab in MS-204 is open on each regular instructional day of the semester during the hours listed below. An instructor or tutor will generally be available for help with ALEKS in the back (computer) room of the Math Lab up to the last day of instruction (**Thursday, December 8, 2011**).

- Monday to Thursday: 8:30 am to 7:30 pm
- Friday: 8:30 am to 3:00 pm.

A tutor will also be available for help in MS-210 (computer room of Math Lab) during the following hours:

- Saturday: 9:00 am to noon
- Sunday: 1:00 pm to 5:00 pm

Note: There will be 10 minute breaks between instructor/tutors shifts at the end of each hour. Instructors will be available only until the last day of instruction (**Thursday, December 8, 2011**). After the last day of instruction, student tutors will usually be available but instructor interactions will be by appointment only.

Note: The Math Lab is closed on holidays, the day after Thanksgiving, Spring Break, and on other non-instructional days. Math Lab hours are subject to adjustment at the end of the semester.

Time Commitment

The 4 hours of ALEKS work each week that is described in the "Grading Policy" on page 2 is the estimated bare minimum of study time needed for success in the course. It is more realistic to expect to spend a total of at least 8 hours per week working through ALEKS in order to have a reasonable chance at earning credit for this course. In addition to the scheduled weekly class meeting, it is expected that at least one additional hour be spent working on ALEKS on campus in the Emporium classroom in MS-211 or the Math Lab computer room in MS-204 since tutors or instructors are there to help if any difficulties with the material arise.

Student Assessment Notification

With the goal of continuing to improve the quality of educational services offered to students, Leeward CC 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.

Students with Disabilities

Students with documented disabilities who believe that they may need accommodations in class are encouraged to contact the Kako'o 'Ike (KI) program located in L-208 of the Library building (455-0421) as soon as possible to ensure that accommodations are implemented in a timely fashion.

Course Expectations and Learning Strategies

Attendance and Participation

As described earlier in the syllabus, attendance during the scheduled class time is required for this course. Beyond being physically present in the lab, students are expected to be actively working through ALEKS during class time. A student who is present but not working through course material will be counted as absent for the day.

In addition to the scheduled weekly class meeting, additional time doing "homework" in ALEKS is required in order to learn the course material. There is no better place to do this work than in the Math Lab, where help is readily available but it is crucial that students spend enough time each week doing math in ALEKS to learn the course material.

The 4 hours of ALEKS work each week that is described in the "Grading Policy" on page 2 is more the bare minimum rather than the usual amount of study time needed for success in the course. The usual expectation is that a minimum of 2 hours should be budgeted for study and homework for each CREDIT HOUR of classes taken. So, a four credit course like MATH 82 ordinarily requires at least 8 homework hours budgeted each week.

Time Management

Because completing MATH 82 will require study time in addition to the weekly scheduled class meeting, each student must complete a weekly planner (printed on page 10) that indicates the times expected to be spent each week on work, school, sleep, study, and other time commitments. This planner must be completed prior to the second class meeting.

Organization of Notes, Documents, and Records

Having course instructional and reference materials available when needed is another important learning strategy. This is the reason a three-ring binder is a required course material. A student is expected to bring the binder to each weekly class meeting and to any instructor conferences. It should also be available at any other time the student is working in ALEKS. The following materials should be neatly kept in the binder at all times:

- Course syllabus, contract, and "Know Your Syllabus" answer key
- Resource guide and PowerPoint handouts from the Instructional Materials Packet
- Multiplication, perfect squares, and perfect cubes tables from the Instructional Materials Packet
- Quiz guide and worked examples from the Instructional Materials Packet
- Notes taken and problems solved while working through ALEKS
- Explanations printed from ALEKS, if any
- Completed worksheets, if any

While working in ALEKS, a student should take notes by writing the name of the topic and at least two examples which include steps, definitions, and formulas. The instructor will ask to see the binder at various times during the

semester. If the binder is missing, incomplete or poorly organized, the instructor might require that the student update or rearrange the binder contents before moving forward in the course.

Getting Started in MATH 82

The syllabus and other important course information will be discussed during the first class meeting. Before the start of the second class meeting, each student is expected to have scored 100% on the repeatable Know Your Syllabus assignment in Laulima, purchased the required course materials, completed their weekly planner, created their ALEKS student account, and completed the ALEKS initial assessment. A student who does not complete these tasks will be required to do them during class time but the class will be counted as an absence for the student.

Course Progress and Intermediate Objectives

A sequence of intermediate objectives was created in ALEKS to guide student progress through the course material. Intermediate objectives are groups of topics that are chosen and scheduled so that students can work through related topics in sequence when possible. Once an intermediate objective is completed or the "due date" passes, the topics from the next intermediate objective are released. The intermediate objectives are cumulative. The last one that includes all of the topics in the course is "due" by the end of the fourteenth week of the semester to give students time for review and at least one attempt at the GCA prior to finals week.

When a student masters all of the topics in an intermediate objective on or before the "due date," the student is given a score of 100% for that intermediate objective. If a student does not complete an intermediate objective by the "due date," ALEKS will give the student a score that represents the percent of the intermediate objective topics the student actually learned by the due date. These scores are recorded in the ALEKS gradebook so the student can compare the progress in the course to the pace needed to successfully complete the course by the end of the semester.

There is an intermediate objective "due" on the Saturday of each week from the second through the fourteenth weeks of the semester. Students are able and encouraged to finish intermediate objectives early, but the due dates represent the minimum pace that a student should meet in order to have a good chance at earning CR for the class. Though a minimum score of 70% on the 7th intermediate objective is required to continue in the course, any score less than 100% is a sign that a student is behind.

ALEKS

ALEKS Initial Assessment

By the second class meeting, each student must sign up for a student account with ALEKS and go through an initial assessment containing around 30 problems that covers all of the content of the course. This is a diagnostic test that determines how much of the course each student is already familiar with. This allows ALEKS to create a customized learning path so that each student will work only on the topics that they are ready for and have not already mastered beforehand. To access ALEKS go to www.aleks.com.

How ALEKS Works

After taking the initial assessment, each student will be presented with a "pie." Each slice of the pie represents a group of topics that make up the course content. Within each slice, ALEKS shows the intermediate objective topics that the student is ready to work on based on the student's background. As topics in the pie are learned and intermediate objectives are met, additional topics will appear until the student works on and masters all of the topics covered in the course.

Learning in ALEKS

When a student picks a topic from a pie slice, ALEKS will present the student with a problem to try. Sometimes, a student will immediately recognize the procedure needed to solve the problem. On other occasions, help is needed. If an incorrect answer is entered, ALEKS will identify the answer as incorrect and give the student a chance to correct his/her work. If the corrected work is still incorrect, ALEKS will show the procedure with a complete explained and

worked solution to the problem. ALEKS will also show the solution upon request if the “explain” button is clicked. After working through the ALEKS solution, the student will be presented with another problem to try. A student may also choose to work on that problem type later and work on another topic from the pie.

A student who wants extra practice on the ALEKS topics can print the “worksheets” in ALEKS. The problems on these worksheets are randomly chosen from the topics the student has already mastered. These worksheets are not required for the course and are different from the worksheets needed to re-take a quiz.

Working in ALEKS Off-Campus

ALEKS can be accessed from any location using the same login that was generated during the on-campus orientation provided the computer has internet connectivity and meets the following minimum system requirements:

	Windows	Mac OS 10.3 or higher
Processor	ANY	ANY
RAM Memory	64 MB	64 MB
Browser	Java enabled ALEKS plugin downloaded <ul style="list-style-type: none">• Internet Explorer 6.0+• Firefox 1.5+	Java enabled ALEKS plugin downloaded <ul style="list-style-type: none">• Safari• Firefox 1.5+
Screen resolution	800x600	800x600
Modem speed	56 kbps or higher	56 kbps or higher

Help!?

A student shouldn't expect to breeze through every topic. There will undoubtedly be occasions where problems or techniques are difficult even after reading through the solution that ALEKS provides. For those occasions, the student is encouraged to watch the instructional videos that were custom produced to correspond to the ALEKS topics. A listing of these videos is in the Resource Guide contained in the course Instructional Materials Packet. Links to the videos can be found in Laulima which can be accessed by going to <https://laulima.hawaii.edu> and logging in using the student's UH user id and password.

In addition, ALEKS provides a link to the corresponding section(s) in an electronic version of the textbook which is available even if the student did not purchase the optional printed textbook. Links are also provided to additional videos created by the textbook publisher on related problems.

Review

ALEKS allows and encourages each student to review topics already learned so that the student maintains proficiency for the routine and graded assessments described below.

Routine Assessments

After a student has worked through and mastered a dozen or so ALEKS topics, a routine assessment will be automatically be assigned. These routine assessments check to see if the recent topics were really learned. A student should not be discouraged if the pie shrinks as a result of a routine assessment since a bit of practice will usually re-add the lost topics.

Practice Cumulative Assessments

Practice cumulative assessments may be assigned periodically by the instructor. This is done to give each student an overall picture of the learning status compared to the entire course content, to practice for the GCA that must be taken on campus, and to ensure that the student doesn't forget older topics as they learn newer ones. As is the case with routine assessments, a student's pie might shrink because of the cumulative assessment but some review and practice should restore the lost topics.

ALEKS Technical Support Information

Call 1-714-619-7090

Monday–Friday from 7:00 am to 10:00 pm (Eastern Time)

Or Visit <http://support.aleks.com>

Finishing MATH 82 Early

A student who successfully completes all of the requirements for a grade of CR in MATH 82 prior to the end of the semester can begin working on MATH 103: College Algebra, which is also offered at Leeward CC in a redesigned format.

Registering for and Earning Credit for MATH 103 this semester

It might be possible to earn credit for MATH 103 this semester. This option will require a student to make a strong commitment of time and effort. In addition, there are added costs involved but the benefit is that a student can complete their FS (Foundation – Symbolic Reasoning) core requirement as well as meet the prerequisite to Pre-Calculus by the end of THIS semester. A student interested in earning credit for MATH 103 this semester must do the following:

- Complete all of the MATH 82 course requirements (described on pages 2-3) on or before **Saturday, October 15**, 2011, which is the end of the eighth week of the semester.
- Request a printed verification of MATH 82 course completion from the instructor.
- On or before Monday, October 17, 2011, meet with Tiana Cho, the Developmental Math Counselor, either by dropping by her office (in the Math Lab) when she is free or by scheduling an appointment (email tcho@hawaii.edu or phone 455-0430). Bring the verification sheet to the meeting where Ms. Cho will discuss options, check for open seats and, if appropriate and there is space, assist with registering for a special 8-week accelerated section of MATH 103. This special section is scheduled to run from the ninth week of the semester until the end of the semester. Course requirements and procedures are similar to those used in MATH 82 but are not identical. Ms. Cho will provide a course syllabus that describes the requirements.
- Pay the tuition for this section of MATH 103. A student who is receiving financial aid should check with the financial aid office to determine if the added course qualifies for additional financial aid.
- Purchase the MATH 103 textbook and software access code since MATH 103 uses a different software platform from ALEKS. The textbook package is sold in the Leeward CC bookstore (**ISBN #XXX**) and contains the following required items:
 - **Textbook: XXX**
 - MyMathLab Access Code (This access code is textbook-based not time-based like the ALEKS codes are. A student will NOT need to purchase another code if they withdraw and re-take the course using the same textbook the next semester.)
 - Video lectures on DVD
 - Reference book: A Review of Algebra
- Work hard, pass MATH 103, and complete the FS requirement this semester.

Getting a Head Start on MATH 103

A student who decides not to try for credit in MATH 103 this semester, or who completes MATH 82 after **Saturday, October 15**, 2011, can work on the redesigned MATH103 material and have a head start on the course for next semester. To do so, a student should follow the following steps:

- Request a printed verification of completion of the course requirements from the instructor.
- Purchase the MATH 103 textbook and software access code since MATH 103 uses a different software platform from ALEKS. The textbook package is sold in the Leeward CC bookstore (ISBN #XXX) and contains the following required items:
 - Textbook: XXX
 - MyMathLab Access Code (This access code is textbook-based not time-based like the ALEKS codes are. A student will NOT need to purchase another code when they take the course using the same textbook the next semester.)
 - Video lectures on DVD
 - Reference book: A Review of Algebra
- Meet with Tiana Cho, the Developmental Math Counselor, either by dropping by her office (in the Math Lab) when she is free or by scheduling an appointment (email tcho@hawaii.edu or phone 455-0430). Bring the verification sheet and textbook package to the meeting where Ms. Cho who will provide information on the head-start opportunity and software registration.
- Work through the homework assignments. Math Lab computers, tutors, and instructors may be used for support and assistance. Graded materials (exams and quizzes) will NOT be given.
- Register for one of the REDESIGNED sections of MATH 103 being offered in the next semester.
- On the first day of class next semester, inform the MATH 103 instructor of the head start work. Homework answers and scores will be transferred into the new course.

Weekly Planner

Fill in each day of the week with all your commitments. This may include the times you are in class (this class and others), at work, with your family, sleeping, and the time you plan on studying for your courses. Be sure to specifically indicate the times you expect to spend working in ALEKS (both on campus and at home). Keep in mind that in addition to the scheduled class meeting, you should plan to spend at least 7 more hours per week working in ALEKS in order to have a reasonable chance at earning credit for this course.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 am							
1:00 am							
2:00 am							
3:00 am							
4:00 am							
5:00 am							
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							

Week	*Attendance	Intermediate Objectives		GCA	*Hours worked in ALEKS	*Weekly progress point earned?	Take a quiz by the end of the listed week. Cross off the quiz when you pass it.	
		#	Score in ALEKS Gradebook					
1								
2		01		Up to Thursday, December 8, completing 100% of ALEKS pie through independent practice is needed to qualify to take or re-take the GCA on campus with a passing score of 70% or higher.				
3		02						
4		03					Order of Operations	
5		04					Applications	
6		05					Graphing Lines	
7		06					Systems of Equations	
8		07	At least 70% is needed by Saturday, October 15				At least 1 passed quiz is needed by Friday, October 14	
9		08						
10		09						
11		10						
12		11						
13		12						
14		Last						
15		Between Saturday, November 26 and Thursday, December 8, 85% of pie needed to take/re-take GCA with 85% passing score. LAST DAY to take a repeatable GCA is December 8.					The LAST DAY to take a quiz is Thursday, December 8	
16								
17	During Finals Week, only one attempt at the GCA is allowed. All Finals Week GCAs will be taken in the Emporium classroom, MS-211. GCA passing score is at least 85% overall. The last day to take a GCA is Thursday, December 15, 2011.							

*Your instructor will fill in the attendance, hours worked in ALEKS, and weekly progress point earned