



Beginning & Intermediate Algebra: Cuesta College Fall 2019 Computer Mediated Learning Course Policies and Grading

INSTRUCTOR INFORMATION:

Name: Michelle Kaul

Office Room: 2749 **Hours:** R 11:45-12:45 pm

email: mkaul@cuesta.edu

website: www.kaulspace.com

WHAT IS A COMPUTER MEDIATED CLASS?

This is a course in which you view interactive computer lessons to learn math concepts instead of listening to a teacher lecture to the class. The computer software presents the course topics in a series of interactive lessons. You can stop and start the lessons to fit your learning pace.

As you work through the computer lesson, it is strongly suggested that you use a spiral notebook to take notes, just as you would in a lecture course. The computer will ask you questions as you learn, and this notebook is a good place to work out your answers so that you can go back and refer to them when you are doing homework.

After you complete the on-line lesson, you must complete homework from your textbook, just like you would in a lecture course. You will also be taking quizzes on-line, but you will be taking 4-5 Midterm (we call them Module) exams and a final exam in the traditional manner.

From my web site or the course materials folder you access course resources, which include guidelines on which computer lessons to view and homework assignments. Homework is assigned either from the book that comes with the software, or from supplemental handouts.

You are also provided with a course schedule that tells you what you should be working on in class each day, when assignments are due and when exams are scheduled.

The instructor's role in class is to answer questions that come up as you view lessons, or to help with homework problems. I also go over tests with you and provide small group instruction on particularly difficult concepts.

PACING OPTIONS

In this class we run one and two semester paced beginning and intermediate algebra classes simultaneously. Each course is 5 units. You are allowed to transfer to a different paced course under special circumstances. Please talk to the instructor for any alternatives available to you.

TEXTBOOK, SOFTWARE & CALCULATORS

At the bookstore you will purchase a license for your account which also comes with a textbook. All lessons are done on the computer through your account. The textbook will be used for homework problems as in a standard lecture course. You will need a scientific calculator. Graphing calculators are not allowed on tests.

Online accounts and lessons are accessed through:

www.hawkeslearning.com

COURSE TIME REQUIREMENTS

This is a college level course. This means for a 5-unit class, you can expect to do about 10 hours of homework and review a week. You may have to finish viewing lessons outside of class as well, so if you don't have a computer at home that works with the course software, you will have to spend extra time on campus in room 3301 or in the math lab finishing computer lessons.

GRADING

Module Exams: 60% Homework: 5% On-line Certifies: 15% Final Exam: 20% *

***The final exam is comprehensive. For Math 122 and Math 126B, this means that your final will cover topics from Math 021 and Math 126A as well.**

The grade you earn in the course will be based on your overall percentage score, with the following percent ranges and grades:

A = 90 - 100 %

B = 80 - 89%

C = 79 - 70%

D = 69%-60%

A credit/no credit option is available for this course. This option allows you to earn credit for the course without having the grade factored into your GPA. You must earn at least a C to receive Credit. You must sign up for this option through admissions and records, usually by the end of the 4th week of classes.

TAKING EXAMS & WORKING AHEAD

You must take the module exams on (or before) the date indicated by the course schedule. You are allowed to either makeup or retake (not both) only one module exam during the semester. Your maximum recorded score on a makeup or a retake is 70%. You are allowed to work ahead of the class schedule provided, and finish exams, including the final exam early, but you must not fall behind the schedule provided for your course.

MODULE COMPUTER LESSONS, HOMEWORK & QUIZZES

Each module has its own Guidelines which you access from the course web site. The guidelines tell you what computer lessons to view, and what homework to complete. You will complete assignments in four steps:

- (1) If you think you might already know the material in a lesson, you can pre-certify. Go to the “Certify” part of the computer lesson and see if you pass (this requires a score of 80%). If you do pass, you may skip the rest of the computer parts of the lesson, do the homework from the text, and move on to the next lesson.
- (2) If you do not pre-certify, complete the “Instruct” part of the computer lesson.
- (3) After “Instruct” is completed, you may go to the “Practice” part of the lesson for general practice problems with step-by-step help when requested. Or you can go back to the “Certify” part of the lesson and when you get a certain number of problems incorrect it will automatically put you into the “Practice” mode with problems of the same type that you were missing. This way you will still spend time in the “Practice” mode if you need it, but you will spend more time on problems that you need more practice with. Only your highest certification scores for each section will be counted in your grade. You may go to any of these parts of the lesson for further practice at any time.
- (4) Always do the assigned homework from the textbook, even if you pre-certified and didn’t need any computer practice. The homework problems are the types of problems you will see on the written tests in class, so it is essential to practice writing up your solutions, even if you understand the concept of the problem. There might be something in the homework that you have trouble with that did not show up in the certify. In that case make sure you go back to the “Instruct” and/or “Practice” part of the lesson for further instruction and/or get help from me.

ATTENDANCE POLICY & DROP POLICY

Attendance is mandatory. You can have up to 1 week of unexcused absences for the semester. If you exceed this, you may be dropped from the course. If you can not attend class, call or email the instructor and leave a message. This policy is consistent with the college’s attendance policy published in the schedule of classes. You will make up any absences from class by spending an extra hour in the class or in the Math Lab. Fill out an “Absence Make-Up” form and turn it in to your instructor.

Do not assume I will drop you just because you stop showing up. You are responsible for dropping.

Student Learning Outcomes for this course can be found in Curricunet. Search for the appropriate course at: <http://www.curricunet.com/cuesta/> The SLOs are located at the end of the course record.

DSPS Services: Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact Disabled Student Services & Programs at Building 3300 on SLO Campus (546-3148) or on North Campus (591-6215) to coordinate reasonable accommodations for students with documented disabilities.