



# SYLLABUS PACKET

## FALL 2017

M - F: 9:00 – 9:50 AM IVC 102  
Math 62 (Item #6327, Section DEB)  
Math 72 (Item # 6455, Section DEB)

Computer Mediated Learning  
Instructor: Laura Moore-Mueller

<https://learn.hawkeslearning.com>



## Overview:

This is a computer-mediated hybrid class, and it is vital that you attend class during this first week to ensure you are in the correct place, in the correct course, and have the correct materials.

This is NOT an online course. Rather, this is a FLEX course which means attendance is not required everyday. You are required to be in class during the first 2 days of the quarter, and you **must** take your tests in the classroom (IVC102) during our class time.

In addition to taking tests, you will be expected to do approximately 1-3 hours per day on the computer at school in one of the labs or at home. If there is a problem with off campus installations, contact Hawkes Technical Support via their web site: [www.hawkeslearning.com](http://www.hawkeslearning.com). You have the choice of Live Chat or completing a Tech Support Form. You can also call: 1-800-426-9538. Please let me know if you are having problems getting any issues resolved with their technical support team.

The introductory power point slides may be viewed on the course website at: <http://www.instruction.greenriver.edu/Immueller/> On the side bar you will see Math 062 or Math 072. Click on it to find the class website.

## Contact Information:

**What to call me:** Laura (or “Ms. Mueller” is fine)

**Office:** Cedar Hall 301-11

**Office Hr:** Daily 10:00 – 10:50 AM or by appointment

**Phone:** 253-833-9111 Extension 4444



**Email:** [lmooremueller@greenriver.edu](mailto:lmooremueller@greenriver.edu)

or through the messages area of the Hawkes courseware Look for the envelope icon next to your name when you are logged into Hawkes; check this daily!

## Supplies You Will Need

<b>Course Software:</b>	<i>Hawkes Learning Systems software for Developmental Math</i> (Access Code for the software MUST be purchased.)
<b>Calculator:</b>	<b>Math 62 &amp; 70 - Scientific Calculator</b> <b>Math 72 &amp; 97 - Graphing Calculator (Purchase or rent from the Math Learning Center for \$20.)</b>
<b>Other:</b>	• Paper & Pencil (Bring to class every day.)
<b>Optional:</b>	• Course book <i>Developmental Mathematics</i> by D. Franklin Wright • Flash drive (If you do not have the internet at home and need to bring in your certify codes.)

**This course does NOT use CANVAS. Assignments are completed online via the Hawkes Learning software.**

### **Academic Honesty**

You and only you are the person submitting the required certify lessons and Pre-Test Assignments. During Tests, you may only use instructor-provided help sheets and a calculator (except Test 1 and 2 for Math 62 and Test 2 for Math 70 where no calculators are allowed). **If you are using a cell phone, book, notes, online help site, or another person during a test, you will be given a zero on the test and possibly a 0.0 in the course.**

### **Wait List Policy**

This class hour can have up to **4 different courses** per sections: Math 62, Math 70, Math 72 and Math 97. There is a separate waitlist for each course, which means I could have 4 waitlists. For that reason it is a bit misleading when you look at your waitlist number status. If you are #2 on the waitlist for Math 72, which does not necessarily mean you are #2 on the COMBINED waitlist. I review each of the four waitlists and rank the students in order by registration time on the list. Next, I check to see which students attend the first days of class. If Student #1 from the COMBINED list does not attend the first day of class, they will be moved to the bottom of the list and other students who do attend accordingly will move up. Students will be added to the class from the COMBINED waitlist on the 3<sup>rd</sup> scheduled day of class.

### **Resources for Assistance**

Math Learning Center (MLC): The MLC is located in Cedar Hall 313. FREE drop in tutoring is available and you'll find many students working on their homework. The computers in the MLC have the Hawkes software. The MLC also has videos and books available for check out. Some quarters we are able to hire a tutor to work in our classrooms. The hours vary, but often we try to get the tutor to work in IVC 102 over the lunch hour. Check with me about this once the quarter starts.

The Hawkes software may be accessed on any computer connected to the internet by going to <https://learn.hawkeslearning.com>. Computer labs are located in the Holman Library, Technology Center, and MLC.

Two GREAT websites for assistance are <http://khanacademy.org> and <http://www.mathispower4you.com>. Follow the directions to jump to the correct math content. You will be able to locate explanations for just about any type of math problem. The explanations are excellent.

### **Students Subject to Provisions of Americans with Disabilities Act**

If you believe you qualify for course adaptations or special accommodations under the Americans With Disabilities Act, it is your responsibility to contact the Disability Support Services Coordinator, in Student Affairs (SA) and provide the appropriate documentation. If you have already documented a disability or other condition which would qualify you for special accommodations, or if you have emergency medical information or special needs, please notify your instructor during the first week of class. If you use an alternative medium for communicating, inform your instructor well in advance so that appropriate accommodations can be arranged. Disability Support Services is located in the LSC.

### **Illness**

If you are ill and suspect that you may be contagious – stay home!! Send me a message to let me know your situation and I will work with you as needed.

### **Inclement weather:**

In the event that we experience severe weather conditions – snow, ice, flooding, etc. We will typically ‘meet online’ for class and post-pone test deadlines accordingly. Check this website for school closures: <http://www.schoolreport.org/> and this website for flood information: <http://www.greenriver.edu/floodwatch/>. Also, visit the GRC website to sign up for text alerts. Check your Hawkes message area for messages from me prior to coming to class. I may be unable to make it to class even if the college is open.

### **What we'll be doing (Learning Objectives)**

This course is taught in an independent computer-mediated learning mode. You are required to utilize the computer for instruction, practice, certifying, submitting homework and testing. While most work may be completed at home, you are required to take Tests in the classroom (IVC102) during our class time.

#### **Learning Objectives**

<p><b><u>Basic Mathematics (Math 62)</u></b> Student will review concepts of arithmetic including:</p> <ol style="list-style-type: none"><li>1. Extensive review of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and related number theory concepts.</li><li>2. Extensive work with orders of operations</li><li>3. Extensive work with percents, rates and ratio operations</li><li>4. Overview of square roots and natural number exponents</li><li>5. Overview of basic geometric formulas</li><li>6. Overview of units of measurement and the metric system</li></ol>	<p><b><u>Pre-Algebra (Math 70)</u></b> The student will demonstrate the ability to:</p> <ol style="list-style-type: none"><li>1. Perform operations with fractions, decimals, percents/ratios in an algebraic environment including order of operations.</li><li>2. Understand and apply geometry and measurement concepts including the Pythagorean theorem.</li><li>3. Work with integer exponents.</li><li>4. Work with integers.</li><li>5. Simplify basic polynomial expressions.</li><li>6. Solve simple equations.</li><li>7. Understand basic descriptive statistics.</li><li>8. Understand concepts related to the Cartesian coordinate system.</li></ol>
<p><b><u>Introductory Algebra (Math 72)</u></b> The student will demonstrate the ability to:</p> <ol style="list-style-type: none"><li>1. Find real solutions for linear equations- using tables, graphs and algebra.</li><li>2. Solve literal equations.</li><li>3. Simplify expressions involving integer exponents.</li><li>4. Simplify, add, subtract, and multiply polynomials.</li><li>5. Factor quadratic trinomials.</li><li>6. Graph linear equations, derive equations for lines.</li><li>7. Use unit analysis to convert measurements.</li><li>8. Solve ration, rate, and proportional reasoning problems.</li><li>9. Apply the Pythagorean Theorem to solve problems.</li><li>10. Use functions in the form of graphs, tables and linear equations.</li><li>11. Solve systems of linear equations.</li><li>12. Apply real number properties and order of operation to solve equations.</li><li>13. Solve linear inequalities with one variable.</li></ol>	<p><b><u>Intermediate Algebra (Math 97)</u></b> The student will demonstrate the ability to:</p> <ol style="list-style-type: none"><li>1. Define a function.</li><li>2. Graph linear, quadratic, and other functions.</li><li>3. Solve basic problems involving ratios, proportions, and variation.</li><li>4. Work with rational exponents and radicals.</li><li>5. Solve quadratic equations using tables, graphs and algebra.</li><li>6. Use complex numbers for the solution of equations.</li><li>7. Work with the arithmetic of complex #s.</li><li>8. Use mathematics to solve practical apps.</li><li>9. Solve rational equations.</li><li>10. Solve radical equations.</li><li>11. Work with rational expressions.</li><li>12. Simplify radical expressions.</li><li>13. Derive linear and quadratic equations.</li><li>14. Solve basic problems using linear and quadratic regression techniques</li></ol>

## **Accelerate Your Learning**

Reach your math completion goal sooner by completing more than one course during a quarter!  
See me if you are interested.

### **Required Sections for Each Test**

	<b>Math 62</b>	<b>Math 70</b>	<b>Math 72</b>	<b>Math 97</b>
<b>Test 1</b>	1.1 – 1.9 No calculator	5.1 – 5.7, 6.1 Helpsheet	8.2 – 8.7 Helpsheet	10.1 – 10.5
<b>Test 2</b>	2.1 – 2.6 No calculator with fraction key	7.1a&b,7.2 – 7.6 No calculator	2.2 & 2.4 9.2 – 9.4a&b	12.5, 12.6, 13.1a&b, 13.2 – 13.4
<b>Test 3</b>	3.1 -3.5	7.7a – c,7.8, 8.1a&b,8.2,8.3 2.2 & 2.4	9.5, 10.1 & 10.2	14.1, 14.2,A.8 14.3a&b,14.5 8.7,14.6, 14.7
<b>Test 4</b>	4.1 – 4.5, A.1 Helpsheet	9.1, 9.2	11.2a, 11.3 – 11.5, 11.6a&b,11.7a	15.1 – 15.5
<b>Test 5</b>	Final (cumulative) Helpsheet	11.1,11.2a, 11.3 – 11.5 Helpsheet	12.1a-c,12.2, 12.3a&b,12.4a, 5.7& 12.6	Final (cumulative) Helpsheet
<b>Test 6</b>	<b>X</b>	Final (cumulative) Helpsheet	Final (cumulative) Helpsheet	<b>X</b>

### **Your Grade:**

#### **20% - CERTIFY**

- Certify lessons are posted under **View Course > Lessons** with deadlines. You must get about 80% of the questions correct on a Certify lesson to have it count. The percentage varies slightly with each lesson.
- **If you fail to Certify after 2 attempts Hawkes will require that you return to and complete at least 80% of the Practice section.**
- Certify lessons are due by midnight of the posted date. **LATE penalties** will be applied if you turn in the lesson 3 or more days late. 10% for up to 3 days late, 20% for 3 days late and 30% for more than 3 days late.
- **All required Certify lessons must be completed prior to the TEST deadline.** Hawkes will not let you take a test if you have not done all of the Certify lessons for that test.

#### **10%- PRE-TEST ASSIGNMENTS**

- Pre-Test Assignments are to be taken on or before the deadlines posted under **View Course > Tests**.
- To access a Pre-Test, click on **View Course > Tests** and choose the appropriate Pre-Test.
- Pre-Tests may be started at any time; you do not need to complete the lesson certifies before taking the Pre-Test. The Pre-Test should be taken as you prepare to take the test.
- **BEFORE** a Test you are **REQUIRED** to take the Pre-Test with a score of at least 70%. **Of course the goal is to get 100% on every Certify since you can take them multiple times!**

- Pre-Tests may be taken as many times as you wish **before the deadline**, and only your highest score is used for your grade.
- The Syllabus Quiz counts as a Pre-Test.
- At the end of the quarter, your lowest Pre-Test score will be dropped.

#### 55% - TESTS (in WEBTEST)

- Tests must be taken in our classroom **during your scheduled class time**.
- Tests are to be taken on or by the deadline dates on the calendar and posted under ***View Course > Tests***.
- All tests may be taken early (once you have completed the certify lessons and Pre-Test Assignment).
- You may take each test only once.
- All required Certify lessons and Pre-Test must be completed before you can take the test.
- When you are ready to take a test, sign in with me and pick up a test answer sheet which you will use to show your work. **You must present Green River College valid identification which I will keep while you are taking the test.**
- You may only use instructor provided help sheets on the tests.
- No books, phones, notes, friends, or internet help sites may be used during a test. Attempting to use any of these items will result in either a 0.0 on the test or in the class.
- You may use calculators on all tests except Test #1 & 2 in Math 62 and Test #2 in Math 70.
- When you finish your test the results are available immediately. You can review your test to see what errors you made. If you think you deserve partial credit, check the partial credit box on the answer sheet. Then use a green pen to let me know which problems deserve partial credit and why. Just giving the correct steps or correct answer will not get you credit.
- **In case of emergency where you are unable to attend class on a testing day, an exception may be made to allow you to take a test late, but you may lose 10% of the overall grade on that test.**

#### 15% - FINAL EXAM

- The final exam can be taken only once.
- The final exam may be taken early under the following conditions: only in class and before Study Day.
- If the final exam is not taken early, the **only time allowed** is the date and time shown on the calendar.
- Final Exam results will be available immediately after it is taken.

GRC utilizes a decimal grading system and grades will be assigned as follows:

Decimal	Percent	Decimal	Percent	Decimal	Percent
4.0	98 & above	3.0	85	2.0	75
3.9	96-97	2.9	84	1.9	74
3.8	94-95	2.8	83	1.8	73
3.7	92-93	2.7	82	1.7	72
3.6	91	2.6	81	1.6	71
3.5	90	2.5	80	1.5	70
3.4	89	2.4	79	1.4	69
3.3	88	2.3	78	1.3	68
3.2	87	2.2	77	1.2	67
3.1	86	2.1	76	1.1	66
3.0	85			1.0	65
				0.0	64 & below

Math 70, 72 and 97 require a grade of 2.5 in the prior course as a pre-requisite. Math& 141 and Math& 171 require a grade of 2.5 in Math 97. Math& 107 and Math 147 require a grade of 2.0 in Math 97.

### BASIC STEPS FOR SUCCESS

1. Work on math EVERYDAY!
2. At the beginning of each day check for any important email announcements, look at your current grade, and to determine which lessons are due. (Not every section is covered in every chapter, so always verify lesson deadlines to avoid spending time on non-required topics.)
3. Learn the material from the assigned section in the **Instruct** mode.
4. Practice what you have learned in the **Practice** mode. You will be required to do 80% of the Practice section if you fail to Certify within 2 attempts.
5. Demonstrate your mastery of the material and earn your grade in the **Certify** mode .
6. Repeat steps 2-4 above for each lesson to receive Certify scores.
7. After completing all Certify lessons required for a unit test, complete the Pre-Test lesson for the unit. Pre-Tests are found under **View Course → Tests**
8. When you are ready to take a unit test, come to class and ask me for the password.
9. Take the unit Test. Tests are found under **View Course → Tests**

### OTHER IMPORTANT CLASS HANDOUTS & WEBSITE HELP

- **Quarterly Calendar** – I will provide you a printed calendar that shows all lesson and testing deadlines. Certify deadlines are also posted within Hawkes.
- **Hawkes Training Videos** – I highly encourage you to visit this website and watch the training videos. The first 20-minute videos is a great place to start.  
<http://www.hawkeslearning.com/Students/StudentTraining.htm>
- **Other Hawkes Support** – an extensive list of support materials can be found at [www.hawkeslearning.com](http://www.hawkeslearning.com) A summary can be found on the last page.



**HELPFUL ONLINE  
RESOURCES:  
[www.hawkeslearning.com](http://www.hawkeslearning.com)  
STUDENT TAB**

- **Getting Started Video** - a great way to get started and learn the basics of the program
- **Student Manual** - covers all the major features of the program
- **System Requirements** - find out if your computer will work with Hawkes
- **Installation Instructions** - how to install the program at home
- **Find Your Access Code** - a way to retrieve it if you should lose it
- **Live Chat** - if you have any problems you can chat with a technical rep
- **Technical Support Form** - you can email questions as an alternative to Live Chat
- **Watch Instructional Videos** - a way to watch the videos if you chose not to download them or don't have the CDs
- **Keyboard Shortcuts** - faster ways to interact within the program
- **FAQs (Frequently Asked Questions)** - many of them dealing with installation problems or using Hawkes on a Mac

**If you have taken a HYBRID math class before AND used Hawkes Development Math software, complete the following steps to transfer into your current course:**

1. Click on your name in the upper right hand corner.
2. Go to **Settings**.
3. Select the **Courses** tab.
4. Click the **Edit** button beside the course you would like to change.
5. Choose "**Laura Moore-Mueller**" and the correct class section then **Save Changes**.
6. Click **Save Changes** again to confirm the changes.



## Install the Hawkes Software at Home For Working Offline

- Once you have an access code, you may go to [www.hawkeslearning.com](http://www.hawkeslearning.com) and click on “Download Software”. Choose the “DEVELOPMENTAL MATHEMATICS” software for your course from the drop-down list:
- If you purchased CD’s, follow the directions given for loading the software. If you are connected to the internet be sure to enter the COURSE ID –GRCCDEV when prompted. If you do not have internet at home, select the option that says “No, I will not be accessing an online gradebook from this computer.” You will need to see me to get the correct GRCC CURRICULUM

### Save Your Access Code

- You will need your access code each time you log onto Hawkes to work offline. Save your access code to your hard drive or a USB device. Hawkes gives you an internet page with your Access code that you can copy and paste into the software and then it will prompt you to save the code. Hawkes will also send your access code to the email address that you provided. You may also write it down here (6 characters per line for a total of 30):

My access code _____- _____ - _____ - _____ - _____
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### Save the curriculum file

You will need to save a file for the curriculum on the computer that you will be using to do work while offline. It will ensure you get the correct Practice and Certify questions. Come see me in class (bring your usb) to get the correct file. Then:

- Plug your USB into your the computer you are using to work offline
- Log onto your Hawkes software
- From the Lesson Screen, select TOOLS in the upper left
- Under TOOLS, select LOAD CURRICULUM
- Then browse to your USB drive and double click on the Curriculum.HCF file

To verify that you have the correct curriculum, go to HELP, and then ABOUT  
The screen that pops up should say GRCC CURRICULUM at the bottom

### Loading your saved lessons

If you choose to work offline at home, you will need to save your Certify lessons and then load them from a computer with internet access (save them on a usb drive). From campus, open the Hawkes software and click on the “Submit Certificate” tab. From other computers, go to [www.hawkeslearning.com/grccdev](http://www.hawkeslearning.com/grccdev) and select the “Submit Certificate” tab.