

Fall 2015 Mat 099 Math Tutorial Syllabus

M 9:00-9:50am, N081

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Office Hours: Mondays – Thursdays at noon, or by appointment

1. **Text/Materials Needed for Class:** Starting on the first day of class you must have...
 - You must have a 2 or 3 inch binder. You should use the binder from the mathematics course that you are taking concurrently with this course. If your instructor for this course does not require a binder you will need one for this course anyway and follow the steps below to organize your materials
 - The binder must have a minimum of 2 tabs labeled as “Math _____” and “Math 099 Materials”
 - All the handouts e-mailed by your instructor must be included in their proper sections in this binder.
 - About 100 sheets of paper in the last tab.
 - Writing utensils, colored pens/pencils, and a 12-inch ruler.
 - A scientific calculator. Cell phones or other electronic devices will NOT be allowed to be used as calculators.
 - Download the class materials from your course d2l site. It is recommended to download the PDF file.
 - If you are taking ALEKS math courses with this one, your ALEKS account must be set using the links provided by your instructor.
 - ✓ **Note:** Please *finish your initial assessment*; and all the *homework* for your math course and this one before you come to your first day of classes.
2. **Topics Covered:** See the “Calendar”.
3. **Course Description:** MAT 099 is intended for students concurrently enrolled in any of the math course. This tutorial will be run in a highly interactive format providing mathematics instruction through listening, speaking, reading, writing and instilling study skills and strategies for succeeding in mathematics courses. The content and skills will empower students to succeed in their concurrent Mathematics course and higher-level Mathematics courses.
4. **Objectives:** Focus on Study skills components to achieve success in the concurrent math course you are enrolled in.
Topics will include:
 - Developing routine to create a path to success in your math course. This include
 - Time Management
 - Goal Setting
 - Active Listening
 - Note taking
 - Brain
 - Effects of nutrition, sleep, and exercise on your brain
 - Mindfulness techniques to calm your fears and anxiety
 - Engaging in active learning of mathematics (demonstrating understanding of mathematical concepts)
 - Read like a mathematician
 - Speak like a mathematician
 - Write like a mathematician
 - Think like a mathematician (critical analysis of problem solving and gaining from making mistakes)
 - Preparing and taking assessment in your math course
 - How to prepare ahead of time for exams
 - Strategies on reducing anxiety before, and during exams and quizzes
 - Strategies on how to think like a mathematician on problems you feel you are stuck on
 - Analysis of assessment results
 - Identify and articulate errors
 - Strategies to address errors
5. **Calculator Policy:** A calculator will be needed on some in-class work. No cell phone or other electronic device will be allowed to be used as a calculator. If a calculator is needed, only a scientific calculator is allowed.
6. **Important Dates**
7. **Workload and Grading Policy**
 - Your grade in MAT 099 will be determined by three factors: % on each of the factors are shown below.
 - The total % breakdown for your grade is as follows:

Item	%
Maintaining self-report goals and completing goal sheet	9%
Reflection essays and the Binder	43%
Class participation which includes board work, group work and activities	48%
Total	100

Grading Scale: Standard grading scale is used where scoring above 93% is an A, 90-92% is an A-, 87-89% is a B+, and so on. To compute your grade, the following formula will be used

- **Class Participation:** Points are reserved for in-class participation which involves group work and solving problems on the board and other activities. Binders refer to your 3-ring binders for your Mat 099 course and the concurrent math course you are taking. Each class period, you are required to bring completed binders.
- **Attendance:** You are expected to attend all class periods barring any unforeseen circumstances. If you have to miss a class, please inform your instructor as soon as possible so you can learn the missed materials. For every class you miss you will be docked a letter grade except for extenuating circumstances.

8. **Classroom Etiquette or ground rules**

Most students do not need this section. However, there have been some exceptions over the years that have disrupted class and students' understanding of the material. So please follow these guidelines:

- All cellular phones, beepers, and electronic devices that could disrupt class should be in silent or off while class is in session. If one is accidentally turned on or must be kept on for emergencies, then please leave the classroom to respond or turn it off immediately. **No electronic device (like I-phones, cell phones, MP3-players,...) should be handled during class.** If you are caught using any of these devices during class (e.g., texting), you may lose access to the device until the end of the class.
- Do not talk to a classmate during class while I am trying to explain something to the class. This is mainly for non-math talk, but even math talk should not occur while I am talking. Other students who have paid to learn in the course may be distracted by your conversation, and at times I also can become distracted. I am also concerned that you yourself might be missing some important information at the board. At any point if you do not understand the material or have questions, don't hesitate to ask questions. Raise your hand and I can address your question.
- I know the material is sometimes difficult and some students have trouble following what I'm doing at the board at times. Please let me know when this occurs so that I can address it. Please do not get vocally upset about it during class time. Pouting or venting is usually a healthy reaction to stress, but it is not appropriate in class and can be disruptive to other students' learning.
- If possible, please recycle all plastic bottles, aluminum cans, and paper. I respectfully ask that you do not throw these items in the classroom garbage.