

DED 051
(Math Review)
Course Syllabus, Fall 2010

Instructor: Joelyn K Foy (aka Jo Foy)

Office Hours: 3:30 to 4:15pm on Thursdays & BY APPOINTMENT

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What is Math Review?

Math Review is a semester-long program to prepare qualifying entering freshmen for Math 010, Intermediate Algebra. This course is a review of basic math skills for those who have not taken a math course for some time or those who need to master basic skills before moving on. Although Math Review does not count toward graduation, it is a graded course which is figured into the semester's GPA. Credit for Math Review counts toward sophomore status.

Where and When Do We Meet:

2:30pm and 3:30pm Monday & Wednesday in Bluemont Hall (112 & 114)

Required Materials:

- Course packet of workbooks for DED051 which is offered at the bookstore; the ISBN number for this entire packet is 978-1-55953-088-0
- Calculator (either from the TI 30 series or the TI-83 graphing calculator)
- 3 X 5 index cards (please, no 4 X 6 or 6 X 8 – only 3 X 5)
- note paper or notebook, pens, pencils and erasers
- KSU Webmail account

General Class Rules:

1. Students are expected to **attend** both 50-minute classes per week.
2. **Cell phones** are **forbidden**. Turn them off. If a student's phone rings or they are texting, they will lose all points for that class session. If you are a parent or

caregiver, and you are expecting a phone call during class time, please put your cell phone on vibrate. When the call comes in, move into the hallway to answer your call. However, you will need to get notes from another student. Class will not stop because you have left the classroom.

3. Personal music devices will be turned off when the student enters the classroom. If a student continues to listen to such a device after class has started, they will lose all points for that class session. *There may be exceptions to this rule announced in class if we are working individually. However, the instructor will clearly announce when students may listen to their personal music devices. **If you are uncertain, please ask the instructor.***
4. Students are expected to maintain a studious atmosphere in the classroom. Disruptive students will be asked to leave and will forfeit their points for that class session.
5. Students are responsible for adhering to the KSU Code of Student Conduct. Copies of the Code are posted online at <http://www.ksu.edu/studentlife/code.html>
6. Students may bring snacks and/or drinks to class. However, please be responsible for anything that spills. Clean it up before you leave the building.

How Students Are Graded:

General Guidelines

The course packet of workbooks for this course, as well as, the diagnostic tests and final tests set the pace for this class. Any student who earns 70% (or better) on a diagnostic test may choose to take the final test for that workbook. Any student who earns 70% (or better) on a final test (*the best of two tries*) may move to the next workbook. In this way, students may move at their own pace and be guaranteed at least a C if they fulfill all other requirements (attendance, participation, written homework, online review, projects, and presentations).

If a student is unable to earn at least 70% by taking a final test two times, their third try will be the final score for that workbook. Students are encouraged to utilize all of the help available on campus for this course. In addition to the Pilots Lab in Room 116, Bluemont Hall, there are tutors available by signing up in Holton Hall. Additional practice problems will be required to demonstrate that a student has received help before taking a final test the third time. The helping person will need to sign off on the practice problems before the final test will be administered for a third time. Please consider coming to my office hours and signing up for a math tutor in Holton Hall if you find that you are unable to earn 70% on a final test.

Mini-lectures and class activities will be geared toward the concept for which the most students need help. There are 10 workbooks in the course packet, and we are going to ambitiously proceed through them.

The instructor will endeavor to have grades correctly updated *every other Monday*.

Attendance (and Participation)

Students are expected to attend *and participate in* each class session during the semester unless they have an excused absence. **If a student has an emergency situation and has to be absent from class, please let the instructor know at least 24 hours in advance.** Please send notification by e-mail and make sure that your computer clock is in the same time zone (Central U.S.); *the timestamp on the e-mail will serve as confirmation of 24 hours notice*. It is even better to let the instructor know well ahead of time if there is a reason to be absent. ***Unexcused absences*** earn **0%** of the daily attendance points.

Participation will be evaluated on how well the student interacts within the class, within group work or with a partner. Almost every class day students will be asked to take out an index card and work one or two math problems. Through these problems, the instructor will be able to see how students are doing on a daily basis. The instructor will answer questions in that class period or at the beginning of the next.

Students who are more than **10 minutes late** for class or who leave 10 or more minutes early will be considered **absent** and **unexcused**.

Please notice below that Attendance and Participation together make up 40% of your grade in this class.

Homework

In each workbook students will be asked to complete up to 30 homework problems. Homework will be assigned based on the diagnostic test results for each workbook.

Online Review

Online review exercises will range from 5 to 10 questions taken randomly from each workbook. The online review is primarily to reinforce any concepts we have discussed in class. Online review questions will range from multiple choice, fill-in-the-blank to short answer or essay. There may be calculations, and they will be similar to practice problems we have worked in class.

Diagnostic tests and Final tests

Tests have been provided by the workbook publisher to assist students in mastering the material. These tests will be utilized to direct the review material presented in mini-lectures and emphasized in classroom activities. Students will be allowed to take the final test for each workbook more than once. Each time the student progresses in their score, the previous score will be replaced. *Please remember that the aim of this class is for students to achieve 70% completion of all ten workbooks.* While this is an ambitious goal, the instructor is confident that this goal will serve the students best who need to proceed to Math 010 and complete Math 100 for their degree.

Projects

There will be mid-term project and a final project. The mid-term project will be completed as a class and the final project will be an individual one. More information will be provided as the semester proceeds. The purpose of the projects is to give each student a chance to apply the math being reviewed to your career goals or to a special interest. Each project will be presented in class during class time.

Presentations

There will be opportunities for every student to present a news article, a book, a website, or any other media (except from the workbooks) several times during this course. The purpose of the presentations is to make math fun and relevant to **YOU**. We will discuss this in class and any points will be added to homeworks rather than as a separate grade. Presentations should be no longer than 5 minutes. Time will be kept and you will be asked to sit down when 5 minutes are up. This is an excellent opportunity to practice public speaking, to talk about math that is relevant to your career aspirations, and to find resources for yourself that may or may not be available during a regular math course.

Final Grade Breakdown (2500 Total Points)

- **Attendance: 1000 pts. (40%)**
 - Daily attendance of approximately 23 pts
 - Excused absences earn 18 pts (55%)
 - Unexcused absences earn 0 pts (0%)

- **Participation:**
 - Daily participation of approximately 10 pts (30%)
 - Interact with your partner or group
 - Ask questions as needed
 - Get involved in discussions, board work, class activities

- **Final Tests (written): 500 pts (20%)**
 - Final tests are provided by the workbook publisher
 - Check the class schedule for when final tests are due

- **Homework (written): 400 pts. (16%)**
 - Each workbook will have up to 30 problems assigned
 - Check the class schedule for when homework is due

- **Diagnostic Tests (pre-tests, online): 200 pts. (8%)**
 - Diagnostic tests will be available online
 - Check the class schedule for when pre-tests are due

- **Online review (online): 200 pts. (8%)**

- Deadlines for online review exercises will be announced in class
- **Projects: 200 pts (8%)**
 - The Mid-Term Project will be worth 80 points.
 - The Final Project will be worth 120 points.
 - A rubric will be provided for each student to make the best grade possible.

Grading Summary:

- **Attendance & Participation, 1000 pts (40%)**
- **Final Tests, 500 pts (20%)**
- **All other work, 1000 pts (40%)**

Please note that attendance and participation will not appear on K-State Online until the end of the semester. The instructor will be accumulating your attendance and participation points from each day's index cards.

Each student is encouraged to keep a record of their attendance and participation, as well as their completed and graded work so that there are no surprises at the end of the semester when the final grading is complete.

Accommodation for Disability:

If you have any condition (e.g., physical or learning disability) that will require special academic accommodations, please see the instructor **in person** *outside of class* within the first two weeks of classes. If you are unable to make the regularly schedule office hours, please make an appointment with the instructor in order to fulfill this obligation. The instructor will need to receive a letter from Disability Student Services in order to provide accommodations. If the instructor does not receive an approved letter, no special accommodations will be given.

Kansas State University Undergraduate Honor System:

Kansas State University has an Undergraduate Honor System based on personal integrity, which is presumed to be sufficient assurance that in academic matters one's work is performed honestly and without unauthorized assistance. Undergraduate students, by registration, acknowledge the jurisdiction of the Undergraduate Honor System. The policies and procedures of the Undergraduate Honor System apply to all full and part-time students enrolled in undergraduate courses on-campus, off-campus, and via distance learning.

A prominent part of the Honor System is the inclusion of the Honor Pledge, which applies to all assignments, examinations, or other course work undertaken by undergraduate students. The Honor Pledge is implied, whether or not it is stated:

"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."

A grade of XF can result from a breach of academic honesty. An XF would be failure of the course with the X on the transcript indicating failure as a result of a breach of academic honesty. For more information, please visit the Honor System web page at <http://www.ksu.edu/honor>.



I am part of the SafeZone community network of trained K-State faculty/staff/students who are available to listen and support you. As a SafeZone Ally, I can help you connect with resources on campus to address problems you face, particularly issues of sexual violence, hateful acts, or concerns faced by individuals due to sexual orientation/gender identity. My goal is to help you be successful and to maintain a safe and equitable campus!