

**DED 051  
(Math Review)  
Course Syllabus  
Fall 2007**

**Instructor: Joelyn K Foy ( aka Jo Foy )**

**Office: 333 Bluemont**

**Office Hours: 11:30am - 1:30pm Fridays**

**Phone: 532-2075 (office), 785-764-2129 (cell), 537-9084 (landline)**

**Email: jofoy@ksu.edu**

Note: I am not usually in my office; therefore, you may leave a message for me with Shelley Houser ( 532-5904 ) or Sandy Evans ( 532-5535 ) in the College of Education OR try the cell or landline. I will not answer the phone after 9pm.

**Weekly Online Chat:**

The instructor will moderate an online chat using K-State Online from 8 to 9 pm on Wednesdays. The purpose of this chat is to provide homework help, help with the online assignments, and to answer any other questions from students related to this class.

**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:**

**11:30 Monday and Wednesday section meets in Willard Hall, Room 025**

**12:30 Monday and Wednesday section meets in Justin Hall, Room 149**

## Required Materials:

- Course packet of workbooks for DED051 which is offered at the bookstore
- 3 X 5 index cards
- note paper or notebook, pens, pencils and erasers
- 3-ring binder
- 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.
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. Although some classrooms will not allow food or drink, because this class is during lunchtime, students may bring snacks and/or drinks to this 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 80% on a diagnostic test may choose to take the final test for that workbook. Any student who earns 80% on a final test may move to the next workbook. In this way, students may move at their own pace

and be guaranteed at least a B if they fulfill all other requirements (attendance, weekly online activity, weekly online journal, and final portfolio).

Mini-lectures and class activities will be geared toward the concept for which the most students need help. Even though there are 10 workbooks in the course packet, any individual student may complete fewer than 10. Therefore, students may have different point totals at the end of the semester. However, all student grades will be calculated on the same kinds of assignments. In addition, the percentage weight of each kind of assignment will be the same for all students.

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. A student is tardy if they are more than 5 minutes late.

*Tardies* will earn approximately 90% and *Excused* absences approximately 80% of the daily attendance points. *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 write down one or two questions. Through student questions, 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.

Please notice below that Attendance and Participation together make up 50% of your grade in this class.

### **Homework**

In each workbook students will be asked to complete 40 to 60 homework problems and have their homework ~~checked each Monday in class~~ due dates for homework will be announced in class and online in K-State Online. Homework will be assigned based on the diagnostic test results for each workbook. Selected homework will be included in the semester portfolio.

### **Online Homework Activity**

Online homework will range from 5 to 10 questions each week. Online homework will be due each *Wednesday at midnight*. The online homework is primarily to reinforce anything we have discussed in class that week. Online homework 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 review problems we have worked in class. Weekly online homework will be included in the semester portfolio.

### **Weekly Journal Entry**

Journal entries will range from 2 to 4 questions each week. Journal entries will be due **Monday morning** in class. Journal entries may be handwritten (legibly) or typewritten (using Microsoft Word or Notepad). Journal entries give the student a chance to reflect on what was learned in the previous week, to write down any questions that still needs answered, and to let the instructor know how the class is going for each student individually. Journal entries will be included in the semester portfolio.

### **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 80% completion on as many workbooks as possible during this semester.*

### **Portfolio**

Students will create a portfolio of review work as we move through the semester. Homework examples, diagnostic tests, final tests, online homework and journal entries will be included in the portfolio for each week of the semester. Portfolio checks will be completed **every other Monday**. In addition to representative review work, students will keep their own copy of their grade sheet (provided by the instructor) and separate from K-State Online.

The final portfolio will be due the last day of class: Wednesday, December 3, 2007

### **Final Grade Breakdown (1200 Total Points)**

- **Attendance: 450 pts. (37.5%)**
  - Daily attendance of 8 pts
  - Tardies earn 7 pts (90%)
  - Excused absences earn 6 pts (80%)
  - Unexcused absences earn 0 pts (0%)
  
- **Participation: 150 pts (12.5%)**
  - Daily participation 2 pts
  - Interact with your partner or group
  - Ask questions as needed
  - Get involved in discussions, board work, class activities

- **Homework: 240 pts. (20%)**
  - Each workbook will have 40 to 60 problems assigned
  - Homework from each workbook will probably be divided into two parts
  - Homework due dates will be announced in class and posted online
- **Online assignments: 120 pts. (10%)**
  - Weekly online homework is due Friday at midnight
- **Weekly journal entry: 120 pts (10%)**
  - Weekly journal entry is due Monday morning
- **Tests: 60 pts. (5%)**
  - Diagnostic tests provided by the workbook publisher
  - Final tests provided by the workbook publisher
- **Portfolio: 60 pts. (5%)**
  - Every other week portfolio check
  - Final portfolio due Wednesday, December 5

### **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.

### **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>.