**Marshall University**

**MTH 100 Syllabus**

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| **Course Title/Number** | Preparation for College Mathematics A MTH 100 |
| **Semester/Year** | Fall 2015 |
| **Section/CRN** | 111/2985 |
| **Days/Time** | MW 2:30 – 3:35 pm |
| **Location** | MOVC 126 |
| **Instructor** | Jean Daniels |
| **Office** | MOVC 146 |
| **Phone** | 304-674-7200; 740-645-3097 for texting |
| **E-Mail** | danielsje@marshall.edu |
| **Office Hours** | By Appointment. |

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| **University Policies** | By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to [www.marshall.edu/academic-affairs](http://www.marshall.edu/academic-affairs) and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to [www.marshall.edu/academic-affairs/policies/](http://www.marshall.edu/academic-affairs/policies/). Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/Dead Week/Students with Disabilities/Academic Forgiveness/Academic Probation and Suspension/Academic Rights and Responsibilities of Students/Affirmative Action/Sexual Harassment |

**Course Description: From Catalog**

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| A mastery-based course that will prepare non-STEM students for college mathematics courses required in their major. Math ACT 18 or below. |

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| This course is intended to prepare students for MTH 121 or MTH 125. It will not prepare students for courses that use algebra, MTH 127, MTH 130, or MTH 160. Students who have Math ACT 17 or 18 may go directly to MTH 121B. After completing MTH100, students who need MTH 127, MTH 130, or MTH 160 should enroll in MTH 102B. |

**The Modified Math Emporium Format**

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| The format of this course is known as a modified math emporium. Math emporia have been shown to be more effective than traditional lecture-based courses in a number of colleges and universities across the country in the last decade. Studies have shown that when students actively engage with course material, on average they have higher rates of achievement of intended learning outcomes as well as higher course completion rates. The emporium model is based on mastery learning, promotes active learning, and provides flexibility in the pace at which students move through content, allowing students to cover familiar material quickly so that they can spend more time on topics that are more challenging for them. The format features timely personal assistance from the instructor, coupled with interactive computer technology for instruction, and assessment with immediate feedback. The interactive computer technology provides a nearly unlimited variety of practice examples, step-by-step guidance, and customized review support.  Note: Although this course involves computer-assisted instruction, it is not a distance learning or online course, nor is it an independent study. |

**The table below shows the following relationships: How each student learning outcome will be practiced and assessed in the course.**

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| **Course Student Learning Outcomes** | **How students will practice each outcome in this Course** | **How student achievement of each outcome will be assessed in this Course** |
| Students will be able to identify different sets of numbers, recognize the properties of these sets, and compute results using elements of these sets. | Both outside and inside the classroom, students will practice to master these concepts. These ideas are covered in Modules A, B, C, and E. | Students must certify in each lesson at the mastery level with a minimum grade of 80%. Students must demonstrate mastery of 75% on a module exam and take a comprehensive final exam. |
| Students will convert numbers to different forms after determining the most appropriate form for an application. | Both outside and inside the classroom, students will practice to master these concepts. These ideas are covered in Module B, C, D, and E. | Students must certify in each lesson at the mastery level with a minimum grade of 80%. Students must demonstrate mastery of 75% on a module exam and take a comprehensive final exam. |
| Students will develop a facility in using measurements used in real-world applications. | Both outside and inside the classroom, students will practice to master these concepts. These ideas are covered in Module D and F. | Students must certify in each lesson at the mastery level with a minimum grade of 80%. Students must demonstrate mastery of 75% on a module exam and take a comprehensive final exam. |
| Students will apply the properties of algebra to solve simple problems. | Both outside and inside the classroom, students will practice to master these concepts. These ideas are covered in Module E. | Students must certify in each lesson at the mastery level with a minimum grade of 80%. Students must demonstrate mastery of 75% on a module exam and take a comprehensive final exam. |
| Students will learn the basics of statistics and interpretation of graphs. | Both outside and inside the classroom, students will practice to master these concepts. These ideas are covered in Module F. | Students must certify in each lesson at the mastery level with a minimum grade of 80%. Students must demonstrate mastery of 75% on a module exam and take a comprehensive final exam. |

**Required Texts, Additional Reading, and Other Materials**

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| (1) Textbook and computer software – Developmental Mathematics Software and e-book, ISBN 1935782517 9781935782513, Hawkes Learning Systems. A software license can be purchased at the student bookstore or on-line at http://www.hawkeslearning.com/.  Students who have not purchased a software license code within three weeks of the start of the semester will be automatically unenrolled. If a license is purchased within one additional week, the student will be re-enrolled.  (2) Calculator – A calculator is allowed on all assignments and exams. No internet enabled devices may be used as a calculator during exams.  (3) Headphones – Students who want to watch the HawkesTV instructional videos during class, as part of learning the course material, must use headphones.  (4) Notebook – Although this course involves computer-assisted instruction, students should have and use note taking materials in every class. Notes should be taken on each lesson. Problems should be worked out neatly in your notebook. |

**Course Requirements/Due Dates**

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| Students will complete the certifications with mastery 80% or higher, the module exams with mastery 75%, and the final exam. Students have unlimited attempts to master the certifications. Students have 5 attempts to master the module exams.  A complete suggested pace is provided in this syllabus. Students may complete certifications or exams before the suggested dates, if they have completed the appropriate prerequisites. Students who work at or faster than the provided pace will complete the course in one semester.  The final exam for this section is on Wednesday, 12/9/15. The last day to take the final exam is the final exam date for this section. All modules and module exams must be completed by the last day of classes; no modules or module exams can be completed during finals week. |

**Grading Policy**

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| Students must achieve a mastery of 80% or higher in each lesson certification in a particular module before taking the module exam. Each mastered lesson certification is recorded in the gradebook as a 100%. The best of your (up to) 5 module test grades are recorded in the gradebook. Each module test must be passed with a score of 75% or higher. The final exam can be taken only once.  Semester grades will be based on module test grades, certifications, the final exam, and attendance.  Module tests (10% each for a total of 60%), certification (20%), final exam (20%).  Grading scale: 90 – 100 A  80 – 89.99 B  70 – 79.99 C  60 – 69.99 D  Below 60 F  At the end of the semester, students who have completed 75% of the course material, according to the schedule in this syllabus, will be assigned a grade of PR. Students should plan to finish the course during the next semester. Students who have not completed 75% of the course material, will have earned at most 43% of the course grade and will be assigned a grade of F. |

**Attendance Policy**

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| Students are required to attend each class. Unexcused absences from **three or more** classes will result in an F. To obtain an excused absence, students should go to the Dean of Students’ Office in the MSC. Students do not need to attend class after successful completion of all modules, module tests, and the final exam. A copy of the new Marshall Attendance Policy is on the last page of the course outline. |

**Academic Integrity Policy**

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| Students may work together on the Learn and Practice of each lesson and on practice exams. Students may not work together on Pre Tests, Certifications, Module Test, or the Final Test. Any students who are discovered cheating will be given a 0 on the assignment. |

**Tutoring**

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| Open computer lab hours: MTWR 4pm – 6pm in Smith Hall 620 and the Resource Center at MOVC whenever it is open. Please remember to get your instructor’s permission before taking tests during open computer lab hours. You will need to show your ID to the instructors and students staffing the lab when taking tests.  Math Department Tutoring lab hours: MTWR 10am – 4pm and F 10am – 12noon in Smith Music 115 and Mondays 5:00pm – 6:30pm and 10:30am – 12:00 noon in the MOVC Resource Center. There are no computers in the math tutoring lab. Please bring your questions on paper or bring your own laptop. No tests can be taken in the math tutoring lab. |

**Course Schedule**

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| **Fall 2015 MTH 100 Schedule for Sections Meeting MW** | | | |
| **Module** | **Lessons and Tests** | **Complete on or before** | **✓** |
| **A**  **Whole Numbers** | Intro to technology and policies - how this course works | M 8/24 |  |
| Module A Pre Test (optional) | W 8/26 |  |
| Lesson 1.1 Learn, Practice, Certify | W 8/26 |  |
| Lesson 1.2 Learn, Practice, Certify | M 8/31 |  |
| Lesson 1.3 Learn, Practice, Certify | M 8/31 |  |
| Lesson 1.4 Learn, Practice, Certify | M 8/31 |  |
| Lesson 1.5 Learn, Practice, Certify | W 9/2 |  |
| Lesson 1.6 Learn, Practice, Certify | W 9/2 |  |
| Lesson 1.7 Learn, Practice, Certify | W 9/2 |  |
| Lesson 1.8 Learn, Practice, Certify | W 9/9 |  |
| Lesson 1.9 Learn, Practice, Certify | W 9/9 |  |
| Module A Practice Test |  |  |
| **Module A Test** | M 9/14 |  |
| **B**  **Fractions and Mixed Numbers** | Module B Pre Test (optional) | W 9/16 |  |
| Lesson 2.1 Learn, Practice, Certify | W 9/16 |  |
| Lesson 2.2 Learn, Practice, Certify | M 9/21 |  |
| Lesson 2.3 Learn, Practice, Certify | M 9/21 |  |
| Lesson 2.4 Learn, Practice, Certify | M 9/21 |  |
| Lesson 2.5 Learn, Practice, Certify | W 9/23 |  |
| Lesson 2.6 Learn, Practice, Certify | W 9/23 |  |
| Module B Practice Test |  |  |
| **Module B Test** | M 9/28 |  |
| **C**  **Decimals** | Module C Pre Test (optional) | W 9/30 |  |
| Lesson 3.1 Learn, Practice, Certify | W 9/30 |  |
| Lesson 3.2 Learn, Practice, Certify | M 10/5 |  |
| Lesson 3.3 Learn, Practice, Certify | M 10/5 |  |
| Lesson 3.4 Learn, Practice, Certify | W 10/7 |  |
| Lesson 3.5 Learn, Practice, Certify | W 10/7 |  |
| Module C Practice Test |  |  |
| **Module C Test** | M 10/12 |  |
| **D**  **Ratios, Rates, and Proportions** | Module D Pre Test (optional) | W 10/14 |  |
| Lesson 4.1 Learn, Practice, Certify | W 10/14 |  |
| Lesson 4.2 Learn, Practice, Certify | M 10/19 |  |
| Lesson 4.3 Learn, Practice, Certify | M 10/19 |  |
| Lesson 4.4 Learn, Practice, Certify | M 10/19 |  |
| Lesson 4.5 Learn, Practice, Certify | W 10/21 |  |
| Lesson 4.6 Learn, Practice, Certify | W 10/21 |  |
| Module D Practice Test |  |  |
| **Module D Test** | M 10/26 |  |
| **75% of the course material is complete after finishing Module D.** | | | |
| **E**  **Real Number Operations and Variable Expressions** | Module E Pre Test (optional) | W 10/28 |  |
| Lesson 7.1a Learn, Practice, Certify | W 10/28 |  |
| Lesson 7.2 Learn, Practice, Certify | M 11/2 |  |
| Lesson 7.3 Learn, Practice, Certify | M 11/2 |  |
| Lesson 7.4 Learn, Practice, Certify | W 11/4 |  |
| Lesson 7.5 Learn, Practice, Certify | W 11/4 |  |
| Lesson 7.7a Learn, Practice, Certify | M 11/9 |  |
| Lesson 7.7c Learn, Practice, Certify | M 11/9 |  |
| Module E Practice Test |  |  |
| **Module E Test** | W 11/11 |  |
| **F**  **Statistics and Measurement Conversion** | Module F Pre Test (optional) | M 11/16 |  |
| Lesson 6.1 Learn, Practice, Certify | M 11/16 |  |
| Lesson 6.2 Learn, Practice, Certify | W 11/18 |  |
| Lesson A.1 Learn, Practice, Certify | W 11/18 |  |
| Lesson A.2a Learn, Practice, Certify | W 11/18 |  |
| Lesson A.2b Learn, Practice, Certify | M 11/30 |  |
| Lesson A.3 Learn, Practice, Certify | M 11/30 |  |
| Module F Practice Test |  |  |
| **Module F Test** | W 12/2 |  |
|  | Final Practice Problems |  |  |
| Final Practice Test |  |  |
| **Final Test** | W 12/9 |  |
| **100% of the course is complete after taking the final exam.** | | | |

Class Attendance Policy Statement

Students are expected to attend punctually all class meetings, laboratory sessions, and field experiences and to participate in all class assignments and activities as described in the Course Syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor. Students should be aware that excessive absences, whether excused or unexcused, may affect their ability to earn a passing grade.

The instructor of each class shall establish a policy on class attendance and make-up work, and provide the policy to students in the Course Syllabus. This policy must not conflict with university policies, including this policy. Class attendance may be a criterion in determining a student’s final grade in the course if the instructor provides a statement to this effect in the course syllabus.

Students must promptly consult with their instructors about all class absences. Instructors will work with students to identify appropriate documentation and discuss any missed class time, test, or assignments.

Except in the case of University Excused Absences, it is the decision of the instructor to excuse an absence or to allow for additional time to make up missed tests or assignments. A student may not be penalized for an excused absence, provided that the student, in a manner determined by the instructor, makes up the work that has been missed.

Instructors are required to honor valid University Excused Absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Academic obligations that cannot be made up should be addressed by the course instructor in consultation with the student to ensure that continued enrollment is feasible while there is still an opportunity to drop the course within the established withdrawal period.

This policy excludes academic endeavors that require the completion of a specific number of clock hours, such as clinical experiences, practica, and internships. For those courses, the department chair or program supervisor will determine the maximum number of absences. This policy does not supersede program accreditation requirements.

This policy also excludes laboratory courses that require significant preparation and monitoring. For such courses, departments will determine the minimum number of laboratories a student must complete to pass the course. If a student cannot complete this number of labs, the instructor my recommend that the student withdraw from the class.

If the instructor believes that the number of absences accrued under the terms of this policy (whether excused or unexcused) is such that a student cannot fulfill the learning experience and mastery that a course requires, the instructor may recommend that the student withdraw from the class.

**University Excused Absences**

These are addressed by the instructor or the Dean of Student affairs as described in each item. Appropriate documentation is required for each absence. The Dean of Student Affairs will notify course instructors of his or her actions using the university e-mail system.

**1) University-sponsored activities.** Student participation in authorized activities as an official representative of the university. Such activities include official athletic events, ROTC, student government and student organization activities, regional or national meetings or conferences when endorsed by an academic or organization faculty advisor, performances, debates, and similar activities. The Dean of Student Affairs addresses these absences.

**2) Medical circumstances.**

a) A student who is briefly ill or injured with fewer than three consecutive hours of class (see (b) below), and is therefore unable to attend class, should first consult with his or her course instructor about the absence. If necessary, the instructor may refer the student to the Dean of Student Affairs.

b) The Dean of Student Affairs will address absences of three or more consecutive hours of class. This includes absences of three consecutive one-hour class meetings, one three-hour class meeting, etc.

**3) Death or critical illness of an immediate family member.** Immediate family is defined as parents, legal guardians, siblings, children, spouse or life partner, grandparents, and grandchildren. The Dean of Student Affairs addresses these absences.

**4) Other official activities**.

a) Short-term military obligations. The Dean of Student Affairs addresses these absences. Students who are subject to federal military activation are covered by a separate policy. Please consult the catalog for this policy.

b) Jury duty, subpoenas for court appearance, religious holidays, and other official activities deemed by the Dean of Student Affairs to warrant an excused absence.

**5) Extreme personal emergencies.** Examples of such events include house fires, serious crimes, and other grave emergencies deemed by the Dean of Student Affairs to warrant an excused absence.