**Marshall University Syllabus**

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| Course Title/Number  | **Mathematics Skills I MTH 098 – 208 CRN: 4766** |
| Semester/Year | Spring 2014 |
| Days/Time | MTWR |
| Location | CH 436 |
| Instructor | Ms. T. Marsh |
| Office | SH 526A |
| Phone | 304 696-3016 |
| E-Mail | Marsh9@marshall.edu |
| Office/Hours | MTWR 12 – 1 pm F 2 – 3 pm |
| University Policies | By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy be 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 <http://www.marshall.edu/academic-affairs/?page_id=802> 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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| This course prepares students with low placement scores for the second level of the mathematics skills sequence. PR: ACT Math <17. |

The table below shows the following relationships: How each student learning outcomes 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 demonstrate the ability to manipulate real numbers, including whole numbers, integers, decimals, and fractions, utilizing proper order of operations and basic arithmetic | Group work, discussion, on-line homework  | Homework, quiz, exam questions  |
| Students will employ appropriate mathematical properties to develop an understanding of algebraic expressions, linear equations, and basic exponent properties | Group work, discussion, on-line homework  | Homework, quiz, exam questions  |
| Students will record relationships between quantitative data, utilizing basic mathematical language to read graphs and compute meaningful statistics for interpretation, while developing an understanding of units of measurement | Group work, discussion, on-line homework  | Homework, exam questions  |
| Students will begin to assimilate information, individually or in a group, from a variety of sources to formulate successful study skills and problem solving strategies | Group work, discussion, on-line homework  | Homework, exam questions  |

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

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| 1. **The textbook will be provided for free in class only. The textbook will also be posted in the MUOnline Content page for the class to use outside of the classroom. It is suggested that you print a copy for yourself or purchase the modules from the book store and keep them in a 3-ring binder.**
2. MyQuantway.org is the online homework tool and access will be provided to the student for free. Students are required to have access to a computer and internet outside of class.
3. Scientific calculator with a [] or [^] , [] or [], and [LOG] and [LN] keys. I suggest TI 30X IIS (you can see the operations on the screen). Students may not utilize cell phones as calculators during tests.
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**Course Requirements / Due Dates**

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| 1. **OUTSIDE CLASSROOM REQUIREMENTS: Students will need to *work at least 2-4 hours outside of class for every 1 hour spent in class,* studying notes and the textbook, and completing the OCE and PNL for each lesson in MyQuantway.org to meet the requirements of the course.**
2. **CLASSROOM ETIQUETTE: *During class, cell phones must be turned off and out of sight. Please make the instructor aware ahead of time if access to these devices is needed.*** **If I determine that cell phones are becoming a problem during class time, I will give the class a quiz over all recent topics daily until cell phone use is no longer an issue.**
3. **TUTORING FACILITIES:** Marshall University provides multiple options for free on-campus tutoring. The

Mathematics Department tutoring lab is located in Smith Music Hall 115. The current schedule can be found at [www.marshall.edu/math/tutoringlab.asp](http://www.marshall.edu/math/tutoringlab.asp). The University College has a tutoring lab on the first floor of Laidley Hall. **It is the student’s responsibility to take advantage of these facilities in addition to utilizing office hours.** |

**Grading Policy**

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| Since there are multiple ways in which students learn, knowledge and understanding will be assessed with multiple tools. A student’s grade is assessed by the number of points earned in each of the following categories:

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| **Category** | **% of Grade** | **Points** |  |  |  |
| In-Class Exams | 40% | 400 pts. |  |  |  |
| Comprehensive Final Exam | 25% | 250 pts. |  | **Credit:** | 75% or higher overall |
| Online Homework Tool | 25% | 250pts. |  |  |  |
| Classroom Activities | 5% | 50 pts. |  | **No Credit:** | Less than 75% overall |
| Attendance/Participation  | 5% | 50pts. |  |  |  |
| **Total:** | **100%** | **1000 pts.** |  |  |  |

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**Attendance Policy**

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| 1. **Attendance:** It is expected that each student shows up on time and is prepared for class. Attendance is necessary for the successful completion of this course. Unexcused absences from **four** **classes** will result in a grade reduction of 10% for the semester; unexcused absences from **six or more classes** will result in an NC. **To obtain an excused absence**, please go to the Dean of Students’ Office in the MSC.
2. **Make-up exams:** Students must notify the instructor by phone or e-mail prior to an exam if they cannot take a scheduled exam. Students must present a university excused absence before scheduleing a make-up exam. Makeup exams will be given to students outside of class time at the convenience of the instructor within one week after the regularly scheduled exam. *After one week absences are not excusable for make-up exams.*
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