Texas A&M University – Commerce
Math 350 – Topics in Mathematics for Elementary Teachers I (Sp. 2013)

Instructor	**Dr. Ka Sai Un**
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Office Hours	**M/W 2–3 p.m. & 5–5:30 p.m.; T/R 11:25–12:25 p.m. or by appointments**

"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (Student's Guide Handbook, Policies and Procedures, Conduct.)
Rude and/or disruptive behavior will not be tolerated.
No electronic devices (except calculators) are allowed during class time.

Course Information: Topics include problem solving and reasoning, sets, numeration, the four fundamental operations of arithmetic, number theory, integers, fractions, decimals, mental arithmetic and estimation. Students should already have substantial skills in these areas. The course focuses on underlying concepts and multiple techniques of explaining the concepts in addition to extended problem-solving. Prerequisite : Math 1314 with grade of C or better.

As a future teacher you must be able to explain mathematics to your students, and not just teach rote manipulations of numbers and symbols. You should know and understand more mathematics than what you teach! The goal of this course is beyond teaching simple mathematical computations and to assist you in developing an understanding of mathematics.

Student Learning Outcomes: **Upon completion of Math 350, students will be able to**

- Demonstrate, illustrate, & communicate concepts of whole numbers, fractions, decimals and their operations using manipulative & various models
- Identify patterns and solve problems with the topics of sets and Venn Diagrams
- Develop deeper understanding of mathematics thinking and connect ideas between mathematical concepts of the above topics
- Equip with various strategies and become proficient in solving problems

Instruction: Instruction will include lecture, demonstration and models, and hands-on activities in small and/or large group settings. Several types of manipulative will be demonstrated and used to solve problems. Cooperative Learning, inquiry learning and the use of technology will be incorporate to this class.

Material Required: ***Learning Mathematics in Elementary and Middle Schools (5th or 4th ed.),*** by W.G. Cathcart, et al. (ISBN 0132420996 or 0131700596). We will discuss chapters 1-5 along with geometry from the textbook. You will need a **basic calculator** and a **three-ring binder** to keep and organize all notes and course materials. Notebook will be checked each exam time. You will need **a ruler (with metric and standard)**, **protractor**, **glue stick**, **scissors**, **stapler**, and **colored pencils**. **All exams must be completed in pencil.**

Technology Requirements: Students need to check their e-mail regularly with the address that they have provided to the instructor for class announcement. Access of computer with internet along with MS office software and a printer will be needed for some of the class projects.

Grading Policy:

Attendance, Participation, & Quizzes	**5 %**
Homework, Activities, & Projects	**20 %**
Exams	**50 %**
Comprehensive Final Exams	**25 %**
Total	**100 %**

Grade: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 or below

Attendance: ***Attendance will be taken each class***. Students need to actively participate in class to receive credits. Every class period will be covering new material that you will be responsible for—even in the event of absence!! It is expected that you follow the guidelines set forth by the Class Attendance Policy in the current Undergraduate Catalogue. If you miss a class, get notes from your classmates and come see me for questions during office hours.

If you represent the university on an athletic team, departmental team, scholastic team, choir, or other group and must miss class, notify me in writing with the appropriate documentation within one week of the absence in order not to be counted absent. Arrangements for make-up work will be made at that time.

Excessive Absences: * Students who are absent more than 6 times, for whatever reason, are subject to the instructor dropping them from the course or receiving a failing grade from this class**.*** Six absences in this course constitute missing 20% of the course, which is a very large fraction of material for a student to miss. Any student who is close to this number of absences should come to the instructor before they accumulate six absences in the course. I will NOT automatically drop you from the course. Therefore, if you intend to drop the course, you will need to follow the drop procedures of the school. If I intend to drop you from the course, you will receive an email from me at the address you have given me on my student information sheet.

Quizzes: Both individual and group quizzes will be given in class and the grade will be counted toward your daily grade. Since regular attendance is expected, **NO make-up quizzes will be given**. This class covers a variety of important topics that there is not a "good" time to miss a class. Each quiz will be over material to be emphasized on exams. Quizzes will average into your daily grade.

Homework: Homework will be assigned most class periods. **It is extremely important for you to work all assignments in order to be prepared for the exams.** You can work together with your classmates when trying to figure out how to do the problems. Please include your classmate(s)' name(s) on the top of your paper if you have worked with another students for an assignment. **Late work is not typically accepted and will be graded with reduced credits. Assignments that are turned in a week passed the due date will receive a zero for the grade.**

Binder: All course materials, notes, activities, assignments, projects, and reflections should be organized in a 3 ring binder. Binder will be picked up for grading each time when you take an exam.

Activities & Projects: Activities or projects will be assigned for students to work on outside of class periodically. These activities or projects will vary in their scope and should be completed neatly and punctually. An Activity or project is typically counted as twice a homework grade. Please follow the

instructions for each activity or project closely and turn in quality work that reflects your future profession as a teacher.

Exams: There will be at least three exams which consist of a variety of problems and short answer questions. Partial credit may be given on exams IF all work is neatly shown with clear steps. When pictures are drawn to answer a question, figures need to be clearly labeled and easily understood. Explanations should be explicit and understandable to the audience given. Items should NOT need interpretation if full credit is to be given. **Replacing a Low Test Grade: No make-up exams will be given without prior notice of a university excused absence***. I realize that at times throughout the semester, emergency situations may arise that affect a student's performance on an exam or even prevent a student from attending on an exam day. I am willing to replace the lowest exam grade with the student's grade on the corresponding portion of the final exam, provided the grade on that section of the final exam is higher. This provision will only be applied to ONE exam, so students should make every effort to be present and well-prepared for all exams.

Test dates are tentative and will be announced in class.

* University Authorized Excuses: 1) Participation in a required/authorized university activity; 2) Verified illness; 3) Death in a student's immediate family; 4) Obligation of a student at legal proceedings in fulfilling responsibility as a citizen; and others determined by individual faculty to be excusable (e.g., elective University activities, etc.)

Final Exam: Final exam is a comprehensive and will take place **Wednesday, May 8, from 1:15 to 3:15 p.m. Do not expect a makeup exam for the final exam.**

Classroom Behavior: Appropriate classroom behavior is required to attend this class. All cell phones and electronic devices must be put on silent or turned off during class. NOTE: THIS INCLUDES BLUETOOTH AND OTHER DEVICES THAT ARE PLACED IN THE EAR. Phones and iPods are distractions for me and the other students in the class. All people will be treated with respect and I will not allow talking that will disrupt my class. If disruptions occur during class time, you will be asked to leave class and will earn a zero on any applicable grades for that class period. Serial disrupters will be asked to withdraw from this class. This will mean that you are withdrawn from school, entirely.

Academic Integrity: I believe that a majority of students are honest in doing their school work. However, we must take measures to protect the academic integrity of the classroom. **I have a NO TOLERANCE policy for cheating and if you are caught cheating; you will fail that portion of the course, as well as the entire course.** Cheating in this course is defined as the following:

- Giving or receiving answers during an exam or quiz.
- Viewing the exam or quiz answers of nearby classmates.
- Having notes/practice work/etc. available during quizzes or tests.
- Possession or access to test items before the test is given.
- Deception in getting an excused absence to obtain the undeserved opportunity to make-up work.
- Use of cell phones or text messaging technology during exams or quizzes. **You may NOT use the calculator on your cell phones or any other similar electronic devices (such as I-Pods, I-Touch, etc.). IF ONE OF THESE DEVICES IS AVAILABLE, IN ANY WAY, DURING AN EXAM OR QUIZ, THE STUDENT WILL BE GIVEN AN AUTOMATIC "0" ON THE ASSIGNMENT.**
- Improper citations in written works, or using another person's ideas and words as your own without giving proper credit.
- **Any** method, no matter how well rationalized or accepted, which improves a person's grade by any means other than study and skillful performances on exams and/or other assignments.

Students found guilty of an act of academic dishonesty in this course will be subject to receiving an "F" in this course.

Comments: I will do my best to make quality presentations each class and, in return, I expect that you will do your best to learn the material presented in and outside classes. It is important that you be actively engaged in class activities. Questions are welcome in the classroom, and I will gladly schedule outside help for you if necessary. I know that together, these efforts can contribute significantly to your education in this class.

Grade Reporting for Freshmen: Grades for students in freshmen level classes will be reported to the Registrar's Office at the end of the fifth week of class during the fall and spring semesters. The Registrar's Office will report grades to students, Advising Services, Academic Departments (faculty advisors) and mentors. This procedure will allow students to be knowledgeable about their academic progress early in the semester. The university, through Advising Services, faculty advisors and mentors, will take steps to assist students who may be experiencing difficulty to focus on improvement and course completion. Early intervention for freshman students is designed to communicate to students the University's interest in their success and willingness to participate fully to help students accomplish their objectives.

Getting Help Outside of Office Hours: **Math Skills Center** is located in Binnion 328, is open **Monday and Wednesday from 8am – 8pm, Tuesday and Thursday from 8am – 6pm, and Friday from 8am – 3pm.**

The **Mach III/TRIO Program** is available for students who qualify for additional resources, such as private tutoring. In order to qualify, students must meet certain conditions, such as being a first-generation college student. For more information, contact Ronnie Brooks at 903-886-5833 or in the Halladay Student Services building, Room 301.

Student Health Services: is located at Henderson Hall (Corner of Lee St. and Monroe St.). It offers health care to the student body of Texas A&M – Commerce at no cost to students. It provides primary health care services including treatment of illness, injury, and women's health. **Tel:** (903) 886-5853.

University Police Department is located at Henderson Hall
For Emergency, please call: 911
For Non-Emergency, please call: 903.886.5868

Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact: Office of Student Disability Resources and Services, Texas A&M University-Commerce, Room 132, Gee Library, Phone (903) 886-5150 or (903) 886-5835, Fax (903) 468-8148, StudentDisabilityServices@tamu-commerce.edu

***** By Remaining Enrolled In This Course, All Students**
Agree To Abide By the Policies of This Class, As Stated In the Syllabus ***

~ Good Luck and WORK Hard ~