**Syllabus:** Fundamentals of Math II  
**Course Number:** Math 1351

**Instructor Information**

Name: Jennifer Klar  
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 Office Hours: Tuesday 4:7:40 pm

**Textbook Information**

Mathematics for Elementary Teachers by Addison/Wesley

Ch. 6 Fractions and Rational Numbers, Ch. 7 Decimals and Real Numbers, Ch.9 Geometric Figures, Ch.10 Measurement: Length, Area, and Volume, Ch.11 Transformations, Symmetries, and Tilings, Ch.12 Congruence, Constructions , and Similarity, Ch.13 Statistics: The Interpretation of Data, and Ch. 14 Probability

**Student Learning Outcomes for the Course**

1. Write descriptive and thorough mathematical explanations in clear, correct and coherent prose.

2. Communicate orally in clear, coherent and persuasive language.

3. Read, interpret and describe Texas Essential Knowledge and Skills (TEKS).

4. Work fluently with basic statistical measures such as mean, median, mode, range and standard deviation; and create and interpret statistical graphs such as stem & leaf plots, pie charts, box & whisker plots, pictographs, bar charts, histograms, etc.

5. Apply basic concepts of probability to problem solving situations.

6. Apply basic plane geometry concepts to describe geometric situations/figures.

7. Apply concepts of measurement in geometry and problem solving situations.

**Student Requirements for Completion of the Course and Due Dates**

* There will be at least 5 major tests. The final will be the last major exam (not comprehensive). **Mastery indicated by a grade of 70 or higher is required on each unit test to receive credit for the course. Limit: 2 test attempts per unit. If at any time a student does not achieve mastery for a unit after two test attempts, then the student has two options: 1) drop from the course or 2) continue with the course but receive a grade of F.** Any unit test scored lower than 70 will require a retake of that unit test. Anyone may retake an exam to attempt to raise their grade. Once mastery has been achieved the actual grade recorded will be the average of the two test scores.
* Mastery means that there is no such thing as averaging out a high score on one topic with an unacceptably low score on another topic. Inevitably teachers will be called upon to work with topics within and even beyond their specific training. What is the professional teacher’s response? To say, “Sorry, I didn’t master that unit or we didn’t cover that, you will have to ask another teacher”?? Certainly not!! Because a teacher must be competent in all of the topics to be taught, each student must master each major content area with a grade of 70 or above on the exams.
* Tentative test dates will be given later. Some formulas provided by instructor on

tests. Some tests will be given in the testing center. The Testing Center policy on

cheating states that any student caught cheating in the testing center will be dropped from the course with an F. This policy is strictly adhered to – NO EXCEPTIONS.

**Student Assessment (state how you are going to determine their course grade)**

Chapter Tests Average – 50%

Project Average – 40%

In-Class Activity Average – 10%

**Grading Scale**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | 90-100 | **B** | 80-89 | **C** | 70-79 | **D** | 60-69 | **F** | 59-below |

**Class Schedule**

See separate Schedule.

**Absentee Policy**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

**EXCUSED ABSENCES**A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

**ONLINE/HYBRID COURSE ABSENCES**Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

**MAXIMUM ALLOWABLE ABSENCES**After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Academic Classes**

|  |  |
| --- | --- |
| **A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER** | |
| Class or Lab Meets:  Once a week (Night classes or Friday classes)  Twice a week (MW or TR classes)  Three times a week (MWF or TRF classes)  Four times a week (MTWR classes) | An instructor **may** withdraw a student from a course if absences exceed:  2  4  6  8  Three tardies count as one absence |
| **A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER** | |
| Class or Lab Meets:  Twice a week (MW or TR classes) | An instructor **may** withdraw a student from a course if absences exceed:  4  Three tardies count as one absence. |
| **A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)** | |
| Class or Lab Meets:  Four times a week (MTWR classes) | An instructor **may** withdraw a student from a course if absences exceed:  4  Three tardies count as one absence. |
| **A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)** | |
| Class or Lab Meets:  3 times a week (MTW) (evening classes)  4 times a week (MTWR) (day classes) | An instructor **may** withdraw a student from a course if absences exceed:  2  2  Three tardies count as one absence. |

**Workforce Classes** (**This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)**

|  |  |
| --- | --- |
| Day Classes | Evening Classes |
| Class meets:  5 days a week (MTWRF)  The instructor **may** withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.  Three tardies count as one absence.  You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent. | Class Meets:  4 evenings a week (MTWR)  The instructor **may** withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.  Three tardies count as one absence.  You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent. |

**Make-up Policy**

* **Homework/Quiz/Journal/In-Class Activity Policies**: Homework assignments over the material covered in class are detailed in an assignment sheet and are the student’s responsibility to complete. Quizzes may be given occasionally over the homework material. Quizzes may not be made up. In-Class activities will be conducted on a regular basis for which students receive a participation grade. In-Class activities may not be made up. Calculators Allowed. (Strongly Recommended: TI73, 83, 83Plus, 84, 84Plus). If an assignment is late, it will automatically be dropped one letter grade.

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Statement of Acknowledgement and Agreement**

I have read, understand, and agree to abide by the above course policies and requirements. In particular, I understand and agree to abide by the mastery requirements for the course. If I do not achieve the mastery requirements I will be dropped from the course or receive a grade of an F for the course. I am aware of and understand that the instructor reserves the right to modify the content of this course without prior notification.

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