



**Math 1350.01E**  
**COURSE SYLLABUS: Fall 2024**

**INSTRUCTOR INFORMATION**

**Instructor: Debra Newton**

**Office Location: Binnion 319**

**Office Hours: Tues/Thurs 12:30pm - 2:00pm and  
Wed 11:30am - 12:30pm & 3:30pm - 4:30pm.**

**University Email Address: [Debra.Newton@tamuc.edu](mailto:Debra.Newton@tamuc.edu)**

**Office Phone: 903-886-5954**

**Preferred Form of Communication: Email**

**Communication Response Time: Within 24 hours M - F, 48 hours over weekends  
or holidays**

**COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

Texts and/or Materials: Students are recommended to have access to Mathematics for Elementary School Teachers (7th Edition) by Bassarear and Moss (ISBN 978-1-337-62996-6). Homework assignments will be from the textbook and supplemental resources.

Software Required: None required.

**Supplies Needed:** Basic calculator and a three-ring binder or folder for handouts. You may also want a ruler (metric and standard), a protractor, scissors, glue stick, stapler, and colored pencils. **Please also use ONLY pencil (no pens) on all exams.**

**Technology Requirements:** The graphing calculator of TI 83/TI 84 or equivalent is highly recommended. Calculators other than Texas Instruments calculators may be used but classroom instruction on calculators will be given for TI equipment only.

**\*\*Note:** Calculators that solve problems for students, including but not limited to TI-Nspire, TI 89 or higher, Casio Prizm, Casio Touch or higher are **NOT** allowed to be used for this class. **\*\* Students are also required to clear the memory of graphing calculators before and after each exam.**

Students need to check their MyLeo e-mail regularly for class announcements.

*The syllabus/schedule are subject to change.*

## Course Description

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.

***You should already know how to do the computations for most of the material. Therefore, the goal of this course is NOT to teach simple mathematical computations but to assist you in developing an understanding of mathematics. As a future teacher you must be able to explain mathematics to your students, not just teach rote manipulations of numbers and symbols. You should know and understand more mathematics than what you teach.***

**Prerequisite: a “C” or better in Math 1314.**

### Course Objectives:

Develop understanding of mathematics  
Connect ideas within and between mathematical concepts  
Develop mathematical thinking  
Review manipulation of numbers in fraction and decimal form  
Become proficient in solving problems

**Student Learning Outcomes: Upon completion of this course, the successful student 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
- Understand various strategies and become proficient in solving problems

## COURSE REQUIREMENTS

### Instructional Methods

Instruction will be delivered in class and on D2L through lectures, videos, demonstration and models, and some group work, based on time available. Several types of manipulatives will be demonstrated and used to solve problems. Cooperative Learning, inquiry learning and the use of technology will be incorporated to this class.

### Minimal Technical Skills Needed

When written work is required, you will need the ability to scan a document and save it as a .pdf file and upload to the appropriate submission folder on D2L. There are a number of free scanner apps, like CamScanner, that can be used for this purpose.

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## Attendance

**Attendance:** Attendance will be taken at the beginning each class. Students need to actively participate in class to receive credit. **Attendance and participation are a must to be able to do well in this class.** It is expected that students follow the guidelines set forth by the Class Attendance Policy in the current Undergraduate Catalogue.

If students represent an athletic team for this university, 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.

For more information about the attendance policy please visit the [Attendance](https://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage: <https://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

## GRADING

Final grades in this course will be based on the following scale:

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% or Below

## Daily Work

**Homework:** Homework will be assigned most class periods. **It is extremely important for you to work all homework problems in order to be prepared for the exams.** We will also be working on assignments from Activities books and Supplemental Assignments which will often have to be completed as homework. Selected papers will be turned in for a grade. **This semester, homework will be completed and scanned as a single .pdf file into the appropriate submission folder in D2L.** The assignment will be graded online so that a minimal amount of papers have to change hands. The total number of assignments that are completed and turned in (punctually) by the student will be reflected in the supplemental assignments grade. A grade will be taken on select problems from each assignment. **In general, late work will not be accepted.**

**Quizzes:** Both in-person and online D2L quizzes may be given. Since regular attendance is expected, generally **NO make-up quizzes will be given.** This class covers enough material that there is no time to be missed that is a “good time”, and each quiz will be over material to be emphasized on exams. Quizzes will average into your homework grade.

**Teaching Assignments/Projects/Labs:** There will be several projects assigned this semester. These projects will vary in their scope and should be completed neatly and punctually and submitted into the appropriate submission folder in D2L.

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## Assessments

**Exams:** There are three scheduled exams and a comprehensive final. **Students will take exams in class with their instructor. Dates of exams are listed on the last page of this syllabus.**

The exams will consist of a variety of problems and short answer questions. However, students should expect the bulk of the questions on each test to be problem solving. Partial credit may be given on exams IF all work is neatly shown so that I can easily determine the student's mistakes. When pictures are drawn, students should be careful that figures are clearly marked 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. A practice exam/review and answer key will be provided prior the exam.

While taking exams, **CELL PHONES AND OTHER ELECTRONIC DEVICES MUST BE TURNED OFF AND STORED OUT OF THE STUDENT'S REACH. The only electronic device allowed during tests and quizzes is a stand-alone calculator (such as a TI-34, TI-83, TI-84, etc.), and only with the instructor's permission. All exams must be completed in pencil.**

**No make-up exams will be given without prior notice of a university excused absence\*.** We 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 can replace the lowest exam grade with the student's grade on the corresponding portion of the final exam, provided the final exam score 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.

**A Review and answer key will be available prior to each exam.  
Be sure to take advantage of this valuable resource!!**

**See class schedule on the last page for testing dates. These dates are tentative and are subject to change.**

\*University Authorize 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:** The mandatory comprehensive final will be given on Thursday, Dec 12<sup>h</sup>, from 8:00 - 10:00AM.

### Grading Policy:

<u>Section:</u>	<u>Total:</u>
Daily Work/Projects/Teaching Assignments	25%
Tests (3 exams)	50%
Comprehensive Final	25%

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Each student's average for the course will be posted in your MyLeo account. To access the course, you will go into MyLeo and the "Apps" and look for the app for "MyLeo Online (D2L Brightspace)". You should see directions to choose your course from the course grid that looks like:



Once you have chosen the correct course, you will be able to see your "grades" option.

## TECHNOLOGY REQUIREMENTS

Students need to **check their MyLeo e-mail regularly** for class announcements.

Access to a computer, the internet, **MyLeo, D2L,** will be needed for submitting homework online.

**A computer or tablet with stable internet** access is essential for the success of students.

**A scanner or a cell phone with a free scan app** (CamScanner or Adobe Scan is recommended) that allows you to scan worked out steps to a single .pdf file is required.

**Access to a printer** will be helpful if you have to miss class and would like to print out class handouts or a review.

The **TI 83/TI 84 graphing calculator** or equivalent is highly recommended. Calculators other than Texas Instruments calculators may be used but classroom instruction on calculators will be given for TI equipment only. **\*\*Note:** Calculators that solve problems for students, including but not limited to TI-Nspire, TI 89 or higher, Casio Prizm, Casio Touch or higher are **NOT** allowed to be used for this class. **\*\* Students are also required to clear the memory of graphing calculators before and after each exam.**

## LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903-468-6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each

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student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

Students will be expected to interact with the instructor(s) in class or via electronic means in an appropriate manner. All instructor contact information is listed on this syllabus and should be used. Please use email to facilitate a quick response.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

**Getting Help Outside of Office Hours:** The Math Skills Center, located in Binnion 328, is open Monday and Wednesday, 10am – 8pm; Tuesday and Thursday, 10am – 6pm; Friday, 10am – 2pm. While the department does its best to place quality tutors in the lab, please understand that not all tutors are trained in techniques used in the Elementary Education Math courses. For information on which tutors would be best to help, and when they are working, feel free to see me or the bulletin board outside the lab.

**Comments:** I will do my best to make a quality presentation each day and, in return, I expect that you will do your best to learn the material presented in class and in the text. This course will be taught as hands-on as possible, and student participation is necessary daily. It is important that you be actively engaged in any activities. Questions are welcome in the classroom, and I will gladly schedule outside help sessions if necessary. I know that together, these efforts can contribute significantly to your education in this class.

**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 electronics are distractions for instructor and the other students in the class. All people will be treated with respect and talking that disrupt the class is not allowed. If disruptions occur during class time, a student 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.

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I will be taking roll every day. All students are expected to be present daily. If you miss a class, email me ahead of time or come see me AFTER the next class for any missed assignments or see D2L.

**Students who are absent more than 6 times, for whatever reason, are subject to the instructor dropping them from the course.** Four absences in this course constitutes missing 1/5 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 four 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.

## **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook at:

<https://www.tamuc.edu/student-code-of-conduct/>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **Academic Integrity**

**Academic Integrity**: In order to ensure fairness and high academic standards, any actions which violate the principles of academic integrity through dishonesty or cheating are given serious consideration. In order to understand what constitutes a violation of academic integrity and the consequences of such behavior, the university's policies may be reviewed at:

<https://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

In particular, awareness of the following definitions is essential in order to know what represents academic dishonesty (pages 6 – 7):

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**“Cheating:** Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance and has not been specifically approved in advance by the instructor.”

**“Complicity:** Intentionally or knowingly helping, or an attempting to help, another to commit an act of academic dishonesty.”

**“Plagiarism:** The appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.”

Furthermore, 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 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 **(such as iPods, Apple Watch, etc.). IF ONE OF THESE DEVICES IS AVAILABLE, IN ANY WAY, DURING AN EXAM OR QUIZ, THE STUDENT WILL NOT BE ALLOWED TO PROCEED WITH THE EXAM OR QUIZ AND MAY BE SUBJECT TO PENALTIES ON THEIR GRADE.**
- Improper citations in written works or using another person’s ideas and words as students 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.

While majority of students are honest in doing their schoolwork, due to recent cheating events, action must be taken to protect the academic integrity of classrooms. **There is a NO TOLERANCE policy for cheating, and if a student is caught cheating, the event is subject to reporting and placement on the student’s academic record. No grade will be received for any assignments in which cheating occur.**

In summary, students found guilty of an act of academic dishonesty in this course will be subject to the disciplinary actions listed in the university policies. This includes several possible penalties depending on the severity and number of the incidents, which will be taken into account when specifying disciplinary actions.

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## **AI use policy**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the

AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

## **Students with Disabilities-- ADA Statement**

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

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: <https://www.tamuc.edu/student-disability-services/>

## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained

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## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

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## COURSE OUTLINE / CALENDAR

### 1350 TR Tentative Schedule (Fall 2024) For Students

Week	Dates	Topics
1	Aug. 26 – 30	Syllabus & D2I Basics & Problem Solving and Strategies
2	Sept. 2 – 6	More Problem Solving and Strategies & Venn Diagrams
3	Sept. 9 – 13	Different Bases & Operations, Integers & Place Value
4	Sept. 16 – 20	Models and Strategies for Addition & Subtraction with Integers, Word Problems with Addition & Subtraction
5	Sept. 23 – 27	Review for Exam 1 & <b>Exam 1 (Thursday)</b>
6	Sept. 30 – Oct. 4	Models and Strategies for Multiplication & Division with Integers
7	Oct. 7 – 11	GCF, LCM, Divisibility Rules
8	Oct. 14 – 18	Introduction for Fractions & Line, Set, and Area Models for Fractions
9	Oct. 21 – 25	Review for Exam 2 & <b>Exam 2 (Thursday)</b>
10	Oct. 28 – Nov. 1	Addition/ Subtraction/ Multiplication/Division of Fractions
11	Nov. 4 – 8	Fraction Applications/Problem Solving & Decimals Intro
12	Nov. 11 – 15	Ordering Decimals & Addition/Subtraction of Decimals
13	Nov. 18 – 22	Multiplication/Division of Decimals & Review for Exam 3
14	Nov. 25 – 29	<b>Exam 3 (Tuesday)</b> & NO CLASS Thursday Only (Thanksgiving Holiday)
15	Dec. 2 – 6	Review for Final Exam
16	Dec. 9 – 13	<b>REQUIRED FINAL EXAM:</b> Thursday, Dec. 12 from 8:00 – 10:00am (NOTE SPECIAL TIME!!)

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

**\*\*\* By Remaining Enrolled In This Course, All Students Agree To Abide By The Policies Of This Class, As Stated In The Syllabus \*\*\***

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