



§ I: MATH 2211 Essentials of Pedagogy in Mathematics Syllabus

Catalog Description

Prerequisite: MATH 1117 . Topics for this course include techniques for teaching and tutoring mathematics and for presenting mathematical ideas in a seminar or other public setting. This course will include time spent shadowing mathematics tutors and is required for all undergraduates interested in working in the Math Zone. 1 credit

Required Textbook

None. Articles and readings are posted online by the instructor with tutoring practicum conducted through the **Math Zone**.

Course Goals

This is a tools course, i.e., it is designed to provide hands-on training in using software tools that are encountered by professionals working with topics and problems in the teaching of mathematics. Specifically the objectives of MATH 2211 are to introduce students to a range of teaching tools in a supportive learning environment focusing on tutoring individuals and small groups in mathematics with some time dedicated to expanding techniques to teach developmental mathematics. MATH 2211 is designed to teach students to:

1. Explore numbers and math operations;
2. Work with students on algebraic problem solving skills;
3. Work with computer based learning tools such as MML.
4. Identify communication issues between tutor and student; and,
5. Identify issues in curriculum progression and time constraints.

The intent is to learn provide students an opportunity to tutor in an integrated software-based learning environment, while learning to practice mathematical tutoring and mentoring skills. Becoming a competent tutor requires experience and training so that the students are aware of a variety of learning issues associated with tutoring math classes.

Student Learning Outcomes

After successfully completing this course the expectation is that students will be able to:

1. Demonstrate understanding of the meta cognitive approach to tutoring.
2. Assess students' level of prior knowledge.
3. Employ a variety of modalities to sketch out a solution to a problem.
4. Analyze an array of data to identify struggling students.
5. Identify struggling students through observation and insight.
6. Demonstrate knowledge of FERPA and maintain confidentiality.
7. Identify different learning needs including a basic knowledge of various learning disabilities
8. Develop an effective communication strategy for working with developmental math students.

Required Curriculum Content

MATH 2211 Essentials of Pedagogy in Mathematics will cover, as a minimum

Module	Topic
1	Introduction to tutoring
2	Five steps to being an effective tutor
3	Techniques that work
4	Listening Skills
5	Study Skills
6	Learning styles
7	Learning disabilities
8	Cultural differences
9	Group tutoring
10	Class evaluations

Assignments

As a tools course, the overall assessment process is built around student reflections and observations associated with the tutoring process. In particular MATH 2211 includes the following learning requirements that is to be completed by each student taking the course:

1. *Shadow Observation Forms:*

Each student must shadow four different tutors at least one of whom must be a tutor who is also a member of the University's instructional staff.

2. *Recording and Reflection Paper:*

Using any voice recorder, record yourself tutoring a student and write a reflection paper on the tutoring experience.

3. *Understanding Student Failures:*

As part of this, the student is require to identify either two repeating students or students who are not passing their class and design an individualized tutoring plan for them that involves twice weekly tutoring sessions.

The student is required to follow the progress of their students and is required to complete a tutoring log for each session, reflecting and adjusting methods as appropriate.

Common Department Assessment Requirements for MATH 2211

While students in each section of MATH 2211 are assessed by the course instructor, there are general guidelines that apply to all sections of MATH 2211. These include:

- Only Department approved calculators are allowed on exams; other electronic devices are not allowed on any exams.

Special Department Assessment Requirements for MATH 2211

As a tools course involving tutor-student interaction in a hands-on environment, a minimum of 28 semester hours of tutoring are required, ideally 2 hours a week for 14 weeks, not including semester breaks nor finals week. Attendance is tracked via the MyWCOonline system with all absences to be made up prior to the end of the semester.

Department, College and University Expectations and Policies

It is important that students familiarize themselves with a range of policies and guidelines that have been established by the Department of Mathematics and Physics, the College of Arts and Sciences, and the University of New Haven. These are an integral part of the syllabus for this course.

Adding/Dropping a Class

The final day to drop this course without it appearing on your transcript is discussed on the **Academic Schedules and Registration** web page. After the first week of class, self-service registration will not be enabled for students to directly add or drop classes. Students should contact the Registrar's office directly or the Academic Success Center for assistance with adding and dropping courses during this time.

Attendance Regulations

University attendance policy guidelines require that:

Students are expected to attend regularly and promptly all their classes, appointments, and exercises. While the university recognizes that some absences may occasionally be necessary, these should be held to a minimum. A maximum of two weeks of absences will be permitted for illness and emergencies. The instructor has the right to dismiss from class any student who has been absent more than the maximum allowed. A dismissed student will receive a withdrawal (**W**) from the course if they are still eligible for a withdrawal per the university Withdrawal from a Course policy, or a failure (**F**), if not. A student who is not officially registered in the course is not permitted to attend classes or take part in any other course activities. Students absent from any class meeting are responsible for making up missed assignments and examinations at the discretion of the instructor.

Students are to adhere to the policy attendance policy guidelines outlined in the University Catalog under the heading, *Attendance Regulations*, found online in the **Undergraduate Catalog** or alternatively found in the **Student Handbook** on **pp. 48–49**.

Religious Observance Policy for Students

The University of New Haven respects the right of its students to observe religious holidays that may necessitate their absence from class or from other required university-sponsored activities. Students who wish to observe such holidays should not be penalized for their absence, although in academic courses they are responsible for making up missed work. The College provides that,

Instructors should try to avoid scheduling exams or quizzes on religious holidays, but where such conflicts occur should provide reasonable accommodations for missed assignment deadlines or exams. If a class, an assignment due date, or exam interferes with the observance of such a religious holiday, it is the student's responsibility to notify their instructor, preferably at the beginning of the term, but otherwise at least two weeks before the holiday.

More information about religious observance policies can be found in the Student Handbook on **pp. 48–49** under the heading, *Attendance Policies: Religious Observance Policy for Students*.

Withdrawal from a Course

Students wishing to withdraw must submit a request for an official course withdrawal in writing using the online **Course Withdrawal Form**, or alternatively complete and hand in the pdf based **Course Withdrawal Form**. The final date to request a withdrawal is listed in the **Academic Calendar**. This request must be submitted to the Registrar's Office and signed by the International Office if you are an international student. The grade of **W** will be recorded, but the course will not affect the GPA.¹

Incomplete Grade Policy

A grade of Incomplete (**INC**) is given only in special circumstances and indicates that the student has been given permission by the instructor to complete required course work (with the same instructor) after the end

¹Please note that it is the responsibility of the student to assure that the required paperwork and documentation is completed by the deadline.

of the term. In the absence of the instructor a student should contact the Department Chair. Students need to examine carefully the **changed guidelines** pertaining to **INC** grades, specifically:

To remove the **INC** grade, the student must complete all required course work in timely fashion as stipulated by the instructor but no later than the end of the following term. Fall and intersession course incomplete grades must be completed no later than the last day of the spring term. Spring and summer course incomplete grades must be completed no later than the last day of the fall term.

If the course work is not submitted within the allotted time, the **INC** grade will be changed to an **F** shortly after the deadline by the Office of the University Registrar. Students will be notified via campus email at least two weeks prior to the change of grade process.

The University policy on incomplete grades is discussed in the **Academic Catalog** under the heading, *Incomplete (INC) Grade Policy*.

Academic Integrity Policy and Procedures

The University of New Haven expects its students to maintain the highest standards of academic conduct. Academic dishonesty is not tolerated at the University. To know what it is expected, students are responsible for reading and understanding the statement regarding academic honesty in the Student Handbook. Specifically, students are required to adhere to the Academic Integrity Policies specified in the **Student Handbook**, i.e., on **pp. 66–73**.

Please ask your instructor about their expectations regarding permissible or encouraged forms of student collaboration if there is any confusion about this topic. The Department of Mathematics and Physics fully adheres to the Academic Integrity Policy:

Academic integrity is a core university value that ensures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers. The University expects that students will conduct themselves in an honest and ethical manner and respect the intellectual work of others. Please be familiar with the University's policy on Academic Integrity. Please ask about expectations regarding permissible or encouraged forms of student collaboration if they are unclear.

Coursework Expectations

This course will require significant in-class and out-of-class commitment from each student. The University estimates that a student should expect to spend two hours outside of class for each hour they are in a class. For example, a three credit course would average six [6] hours of additional work outside of class.² Coursework expectations are detailed in the **Academic Catalog** under the heading, *Course Work Expectations*.

Please note, that MATH 2211 is a 1-credit course, and as such requires a total of 3 hours per week invested in study and homework for the average student.

Commitment to Positive Learning Environment

The University adheres to the philosophy that all community members should enjoy an environment free of any form of harassment, sexual misconduct, discrimination, or intimate partner violence. If you have been the victim of sexual misconduct we encourage you to report this. If you report this to a faculty/staff member, they must notify our college's Title IX coordinator about the basic facts of the incident (you may choose to request confidentiality from the University). If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity, or disability please contact the Title IX Coordinator, Caroline Koziatek at (203)-932-7479 or **CKoziatek@newhaven.edu**. Further online information about is available at **Title IX**.

Reporting Bias Incidents

At the University of New Haven, there is an expectation that all community members are committed to creating and supporting a climate which promotes civility, mutual respect, and open-mindedness. There also exists an understanding that with the freedom of expression comes the responsibility to support community

²Please note that study guidelines are important, i.e., there is substantial evidence that shows that the pass rates for students in math courses decrease dramatically as the time spent on outside study falls below 2 hours of homework per credit per week.

members' right to live and work in an environment free from harassment and fear. It is expected that all members of the University community will engage in anti-bias behavior and refrain from actions that intimidate, humiliate, or demean persons or groups or that undermine their security or self-esteem.

If you have witnessed or are the target of a bias-motivated incident, please contact the Office of the Dean of Students at 203-932-7432 or Campus Police at 203-932-7014. Further information about this and other reporting options may be found at **Report It**.

University Support Services

The University recognizes students often can use some help outside of class and offers academic assistance through several offices. In addition to discussing any academic issues you may have with your instructor, advisor, or with the the courses or department coordinator or chair, the University provides these additional resources for students:

The Center for Academic Success and Advising (CASA)

The **Academic Success Center** is located in Maxcy 208 for help with your academic studies, or call 203-932-7234 to set up an appointment.

University Writing Center

The mission of the Writing Center (an expansion of the **Writer to Writer** peer-tutoring program) is to provide high-quality tutoring to undergraduate and graduate students as they write for a wide range of purposes and audiences. Tutors are undergraduate and graduate students and they work with students at any stage in the writing process; Bring in your assignment, your ideas, and any writing done so far. To make an appointment, register for an account at <https://newhaven.mywconline.com>.

The Math Zone

Please contact the **Math Zone** if you wish to challenge your Math Placement by taking a Math Challenge Exam or by taking a Math Post Placement Exam. These are discussed more extensively at http://math.newhaven.edu/mathphysics/placement_html. The Math Zone also provides a range of tutoring and classroom support service for students taking development math classes.

The Center for Learning Resources (CLR)

The **Center for Learning Resources** located in Peterson Library, provides academic content support to the students of the University of New Haven using metacognitive strategies that help students become aware of and learn to apply optimal learning processes in the pursuit of creating independent learners CLR tutors focus sessions on discussions of concepts and processes and typically use external examples to help students grasp and apply the material.

Accessibility Resources Center

Students with disabilities are encouraged to share, in confidence, information about needed specific course accommodations. The **Accessibility Resources Center** (ARC) provides comprehensive services and support that serve to promote educational equity and ensure that students are able to participate in the opportunities available at the University of New Haven. Accommodations cannot be made without written documentation from the ARC. The ARC is located on the ground floor in the rear of Sheffield Hall. Sheffield Hall is located in the Residential Quad area, and can be contacted at 203-932-7332. The ADA/Section 504 Compliance Officer is Rebecca Johnson, RJohnson@newhaven.edu, and can be reached by phone at 203-932-7238. Information on the ARC can be found at

Counseling and Psychological Services

The Counseling Center offers a variety of services aimed at helping students resolve personal difficulties and acquire the balance, skills, and knowledge that will enable them to take full advantage of their experience at the University of New Haven. Information about the, **Counseling and Psychological Services**, is available online.