

# Course Policy

## Math 302A - Section 001

Spring 2012

Instructor: Priya V. Prasad  
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Office Hours: Tuesday, 11 am – 12 pm  
Wednesday, 10 am – 11 am (Help Session)  
Thursday, 3:30 pm – 5 pm

Note: The instructors of MATH 302A and 302B provide additional help sessions for all students taking these courses. A schedule is posted outside Math East 141 and 143 and on D2L. You may attend *any* of these help sessions. They are held in the lobby of the Mathematics East building just outside our classroom.

Final Exam: Monday, May 7<sup>th</sup>  
10:30 AM – 12:30 AM  
Math East 141

**COURSE MATERIALS:** *Mathematics for Elementary Teachers, 3<sup>rd</sup> edition* by S. Beckmann  
*Activity Manual, 3<sup>rd</sup> edition* by S. Beckmann  
Dry-erase markers + eraser

**ATTENDANCE: Attendance is mandatory.** The sharing of ideas is a key element in the learning of mathematics. This course focuses on **your** discovery of mathematics and not on my presentation of facts and formulas. You will be expected to actively participate in the class by working cooperatively, sharing thought processes, asking questions, and making comments. To achieve this, you must attend class on a regular basis.

**Students with more than 3 unexcused absences will lose 1% of their final grade for each additional unexcused absence.** Students who do not attend the first two days of class and have not contacted the instructor with a reasonable excuse for not being present in class will be administratively dropped from the course. **It is your responsibility to sign in every day.**

**HOMEWORK:** Homework is an integral part of learning and will be assigned on a regular basis. The questions are involved and require more than simple calculations. You will be expected to not only solve a problem but to also explain the thinking that was involved in arriving at your solution. Your explanation should focus on justifying *why* you solved the problem in the manner that you did. It should not just be a step-by-step description of what you did. Problems that require some writing should be answered thoroughly and with complete sentences.

**REFLECTIONS:** In addition to your homework assignments, you will be expected to complete 6 reflection assignments. These will provide you with the opportunity to construct what mathematics will look like in your own classrooms.

**CLASSROOM CONDUCT:** Everyone is expected to treat everyone else in the class with courtesy and respect. Please familiarize yourself with the University's Code of Conduct at <http://dos.web.arizona.edu/uapolicies/scc5308abcd.html>

Cell phones, PDAs, MP3 players, alarm watches, and other electronic devices must be turned off and stored out of sight for the duration of the class period.

**EXAMS:** There will be 2 in-class exams. The exact dates of the exams will be given in class, about a week prior to each test date.

**MISSED EXAMS:** Students are expected to be present for all exams. If a verifiable emergency arises which prevents you from taking an in-class exam at the regularly scheduled time, you must notify your instructor as soon as possible, and in any case, prior to the next regularly scheduled class. Make-up exams will be administered only at the discretion of the instructor. Generally a make-up exam will not be given unless the student makes advanced arrangements with the instructor and confirms the arrangements with instructor. If a student is allowed to make up a missed exam, (s)he must take it at a mutually arranged time. No further opportunities will be extended. Failure to contact your instructor as stated above or inability to produce sufficient evidence of a real emergency will result in a grade of zero on the exam.

**COURSE GRADES:** Your grade in this course will be determined as follows:

In-Class Exams (2)	30%
Final Exam	20%
Reflections/Activities/Project	20%
Homework	30%