COURSE OVERVIEW

COURSE: EDCP108M - 0101
INSTRUCTOR: Dr. Kimberly Bethea
OFFICE: 2202 Shoemaker Building
E-MAIL: kbethea@umd.edu
PHONE: 301.314.7701
COURSE SITE: Found on www.elms.umd.edu
TERM: Fall 2013
CREDITS: 1
MEETING TIMES: Hybrid course—online instruction; online or face-to-face weekly discussion; face-to-face instructor meeting

REQUIRED MATERIALS:
- Access to a computer or laptop with a speaker

Purpose
This course is designed to help students diagnose and address their impediments to learning math. From the perspective of the Affective, Behavioral and Cognitive dimensions of math learning, the course will deal with how students feel about themselves as math learners and how these feelings can impact their performance; behaviors that help students develop effective math learning skills; and how students are to process mathematics in order to improve their skills. At the completion of this course, students should have the skills necessary to become successful, independent math learners.

Learning Outcomes
At the completion of this course, students will:

1) Take control and responsibility for their math learning.
2) Explain and employ strategies for achieving success in math including effective implementation of note taking, studying, test taking, time management, and problem solving skills.
3) Implement anxiety reducing techniques such as positive self-talk and deep breathing.
4) Identify and use available resources for math and study skills that can support their success.
5) Analyze their personal learning strengths and implement appropriate learning strategies that will lead to success.
6) Explain and apply a critical thinking process for solving math problems.
7) Implement brain-based learning strategies that can enhance their learning.
COURSE POLICIES

Accommodations for Students with Disabilities
Students with disabilities are encouraged to contact the instructor so reasonable accommodations can be made to assist learning and evaluation in the class. In addition, students should contact the Disability Support Service (DSS) office to document their disability and identify appropriate accommodations. DSS (301-314-7682) provides a variety of services to students with disabilities; staff are available to consult with students at any time (www.counseling.umd.edu/DSS). It is the student’s responsibility to notify the instructor at the beginning of the semester of any documented disabilities.

Atmosphere
Class members are encouraged to demonstrate an open attitude when considering views presented by fellow student and to act in a supportive manner with respect to fellow class members’ participation in class discussions. In order to foster an atmosphere of learning free from distractions, students are asked to turn off all mobile phones, personal pager devices, and personal data organizers during class meetings and discussions (additionally, laptops and tablets during face-to-face discussions).

Attendance
Your participation in the weekly online or face-to-face discussion session and your attendance at the scheduled face-to-face meetings are essential and expected. The university has instituted a new attendance policy related to medically necessitated absences (available at http://www.president.umd.edu/policies/docs/V-100G.pdf). The general attendance policy is available at http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1584/s/1540. The information contained in this syllabus adheres to both policies.

In general due to the nature of this class, weekly discussions may not be made up. Typically there is one weekly online discussion session and one face-to-face session to choose from. If you miss both of the scheduled sessions for a particular week, that week’s discussion cannot be made up. Weekly quizzes must also be submitted by Wednesday at 11:59 pm each week. Your lowest weekly discussion grade and lowest quiz grade will be dropped instead of a makeup. For face-to-face instructor meetings, students also have the option of selecting from several time slots so there is no need for make-ups.

Students who experience a prolonged absence (multiple consecutive absences due to the same illness) or an illness during a Major Scheduled Grading Event (noted with a MSGE in the course calendar) shall be required to provide written documentation of the illness from a health care provider. In cases where written verification is provided, the health care provider shall verify dates of treatment and indicate the time frame that the student was unable to meet academic responsibilities.

It is the responsibility of the student to inform the instructor of any intended absences for religious observances by the end of the drop/add period. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted
Confidentiality
Many issues in the instructor meetings and class discussions are to remain confidential. Class members are expected to remain mindful of this issue with respect to their peers’ contributions during class discussions.

While receiving instruction, advising, or other services at the University, Maryland state law requires advisors/educators/employers to report any incident of past or current child abuse or neglect to Child Protective Services and to the University President’s Designee, the University’s Chief of Police. In addition, if an educator has reason to believe that a vulnerable adult (an adult who lacks the physical or mental capacity to provide for the adult's daily needs) over the age of 18 is in danger, the educator is required to make a report to law enforcement authorities. Health professionals, psychologists, psychotherapists, counselors and mental health professionals are not required to report child abuse neglect to the President’s Designee, but are required by law to make reports to Child Protective Services.

Course Cancellations/Delays
Please check with 301-405-SNOW or the university website (www.umd.edu) for any cancellations or delays due to inclement weather or emergencies. You may also sign up for the free university text messaging system, UMD Alerts, and receive text messages with alerts such as cancellations or delays. (alert.umd.edu).

Because this is a hybrid course, campus closings will only affect scheduled face-to-face meetings. Weekly class discussions using Adobe Connect and the scheduled assignment due dates will not be impacted by any campus closing or delay.

Course Evaluations
CourseEvalUM will be open for students to complete their evaluations at the end of the semester. Students can go directly to the website (www.courseevalum.umd.edu) to do so. Students will be alerted via their official University e-mail account when the website is active for this semester. Students who complete evaluations for all of their courses in the previous semester (excluding summer), can access the posted results via Testudo's CourseEvalUM Reporting link for any course on campus that has at least a 70% response rate.

Course Integrity
The University has a nationally recognized Honor Code, administered by the Student Honor Council. The pledge, approved by the University Senate, reads: "I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination." The Pledge should be handwritten and signed on all tests in this course.

In conjunction with the University’s Code of Academic Integrity, allegations of academic dishonesty will be reported to the Honor Council. As a student you are responsible for upholding these standards. Students will be held accountable for violations of standards of academic integrity in writing and presentation of scholarly and professional ideas through University of
Maryland procedures. Proper citations, paraphrasing and proper quotations are essential in all work. Any suspected violations of the Code of Academic Integrity such as cheating, fabrication, plagiarism, and facilitating academic dishonesty will be reported to the Student Honor Council and have a direct impact on your grade in this course. Be aware of consequences of cheating and facilitation of academic dishonesty. More information can be found at www.studenthonorcouncil.umd.edu.

Email
You will receive official course emails at the email address provided through UMEG. It is your responsibility to ensure that your email is up to date. When you send me an email, please type “EDCP 108M” in the subject. Please use Standard English including proper grammar and mechanics as well as a salutation and signature with your full name.

Expectations of Instructor
Students can expect the instructor to be on time and prepared for class discussions and individual meetings, respond in a timely fashion to student work and questions, and take students’ learning issues into consideration when preparing for class discussions and individual meetings. The instructor will be available to students for additional support as needed.

Students in Need of Assistance
The University of Maryland offers a variety of services for students in need of either educational or psychological assistance. Learning Assistance Service (LAS) offers services and programs on writing skills, English as a second language, study and time management skills, math learning skills, and issues for students over 25 years of age. They also offer a range of handouts, available on-line. If you need other educational services or support, please contact your instructor for additional resources.

If you are experiencing personal stress that is interfering with your ability to succeed, please consider contacting the Counseling Center or the Mental Health Service at the University Health Center for an appointment. The Counseling Center also offers online resources on a variety of topics.

Learning Assistance Service (LAS)  Counseling Center
2202 Shoemaker Building 1st Floor of Shoemaker Building
Email – las-cc@umd.edu Phone – 301.314.7651
Phone – 301.314.7693 Website – www.counseling.umd.edu
Website – www.counseling.umd.edu/LAS

University Health Center, Mental Health Service
2nd Floor, University Health Center (across from the Stamp Student Union)
Phone – 301.314.8106
Website - www.health.umd.edu/mentalhealth
COURSE ASSIGNMENTS

Below is an overview of the assignments you are responsible for throughout the semester. **Detailed instructions along with a scoring rubric** for each assignment are provided on the course ELMS site. **Complete all assignments as directed in the assignment instructions on the course ELMS site.** You are encouraged to ask questions about these assignments early and often. Please note assignment due dates. There will be a **10% deduction for each day an assignment is late.** Assignments will not be accepted beyond one week of the due date. Assignments must be saved in **Word or pdf format and submitted via the course ELMS site.** Please do not email assignments. All assignments must be typed except the notes portion of the Note Making assignment and the work portion of the Math Word Problems assignment.

Succeed in College (15 points, Due Sunday, September 15, 2013 by 11:59 pm)
This assignment serves as an introduction to the course and includes a reflection of your math history and future math plans.

Note Making & Time Management Part (1) (10 points each, Due Sunday, September 22, 2013 by 11:59 pm)
Students will implement the techniques discussed in Chapter 4 in the Note Making assignment and complete Part 1 of the Time Management assignment.

Time Management Part (2) (10 points, Due Sunday, September 29, 2013 by 11:59 pm)
Students will complete Part 2 of the Time Management assignment which involves keeping a weekly schedule.

Resources (15 points, Due Sunday, October 6, 2013 by 11:59 pm)
This assignment involves the exploration of campus resources and online resources that can help you learn and do math.

Brain Rules Reflection & Motivation and Goal Setting (15 points, Due Sunday, October 13, 2013 by 11:59 pm)
Students will learn how to set goals. Students will reflect on three brain rules most relevant to academic success.

Math Word Problems (10 points, Due Sunday, October 20, 2013 by 11:59 pm)
Students will choose a word problem and use the RATS! problem solving process to solve it. Students will submit a video of their work and reflect on their learning.

Test Analysis (10 points, Due Sunday, October 27, 2013 by 11:59 pm)
Students will analyze a recent math test based on information learned in Chapter 7.

Course Portfolio (50 points, Due Wednesday, October 30, 2013 by 11:59 pm, **MSGE**)
The course portfolio serves as a learning tool for both the students and the Instructor. This assignment allows students to demonstrate their learning from this course by creating an electronic display of course assignments, responses to discussion questions, and questions embedded throughout the learning modules.

Last Update: 8/27/2013 5
Prepared by K. Bethea
Weekly Discussions (5 points per unit, Due by Friday of each week)
Weekly discussion sessions will be held to discuss the course content for that week as well as student progress. Students have the option of selecting the online discussion or attending the weekly face-to-face discussion session (KEY 0116). The lowest weekly discussion grade will be dropped.

Weekly Quizzes (5 points each, Due by Wednesday at 11:59 pm of each week)
Weekly quizzes will be given that focus on the learning concepts for that week. Each quiz for a particular week will be available on the course ELMS site and is due by Wednesday at 11:59 pm of that week. After Wednesday at 11:59 pm, the quiz for that week will no longer be available. The lowest quiz grade will be dropped.

Pre-Assessment and Post-Assessment (4 points each, Pre-Assessment: Due by Sunday, September 8; Post-Assessment: Due by Wednesday, October 30)
A pre-assessment of student math learning behaviors is to be completed at the beginning of the class and a post-assessment will be completed at the end of the class. Both assessments will be accessed via an email link posted on the course ELMS site.

Face-to-face Instructor Meetings (4 points each)
Mid-course instructor meeting (week of September 23) and end of course meeting (week of October 21)

COURSE GRADING
Each assignment will be scored using its own scoring rubric. See the ELMS site for details. Any assignment submitted after the due date will receive a 10% deduction for each day it is late. Assignments will not be accepted beyond one week of the due date. All assignments submitted must be typed (except for the notes part of the Note Making assignment and the work portion of the Math Word Problems assignment) and saved in Word or pdf format. All assignments must be submitted via the course ELMS site (www.elms.umd.edu) or as directed. Please DO NOT send assignments via email.

The final grade will be determined by points. There is a total of 230 points for the course. The following are point and percentage totals and associated grade levels for the course:
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A +</td>
<td>97% – 100%</td>
<td>223 – 230</td>
</tr>
<tr>
<td>A</td>
<td>93% – 96.99%</td>
<td>213.9 – 222.99</td>
</tr>
<tr>
<td>A –</td>
<td>90% – 92.99%</td>
<td>207 – 213.89</td>
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<td>B +</td>
<td>87% – 89.99%</td>
<td>200 – 206.99</td>
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<tr>
<td>B</td>
<td>83% – 86.99%</td>
<td>190.9 – 199.99</td>
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<tr>
<td>B –</td>
<td>80% – 82.99%</td>
<td>184 – 190.89</td>
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<tr>
<td>C +</td>
<td>77% – 79.99%</td>
<td>177 – 183.99</td>
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<tr>
<td>C</td>
<td>73% – 76.99%</td>
<td>167.9 – 176.99</td>
</tr>
<tr>
<td>C –</td>
<td>70% – 72.99%</td>
<td>161 – 167.89</td>
</tr>
<tr>
<td>D +</td>
<td>67% – 69.99%</td>
<td>154 – 160.99</td>
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<tr>
<td>D</td>
<td>63% – 66.99%</td>
<td>144.9 – 153.99</td>
</tr>
<tr>
<td>D –</td>
<td>60% – 62.99%</td>
<td>138 – 144.89</td>
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<tr>
<td>F</td>
<td>≤59.99%</td>
<td>≤137.99</td>
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<tr>
<th>Assessment</th>
<th>Due Date</th>
<th>Possible Points</th>
<th>Your Points</th>
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<tbody>
<tr>
<td>Weekly Quizzes (5 points each)</td>
<td>Each week by Wednesday at 11:59 pm</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Weekly Discussion Session (5 points each)</td>
<td>Each week by Friday</td>
<td>30</td>
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<tr>
<td>Course Assignments</td>
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<tr>
<td>Succeed in College</td>
<td>Sunday, September 15, 2013</td>
<td>15</td>
<td></td>
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<tr>
<td>Note Making &amp; Time Management (Part 1)</td>
<td>Sunday, September 22, 2013</td>
<td>20</td>
<td></td>
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<tr>
<td>Time Management (Part 2)</td>
<td>Sunday, September 29, 2013</td>
<td>10</td>
<td></td>
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<tr>
<td>Resources</td>
<td>Sunday, October 6, 2013</td>
<td>15</td>
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<tr>
<td>Brain-based Learning &amp; Motivation and Goal Setting</td>
<td>Sunday, October 13, 2013</td>
<td>15</td>
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<tr>
<td>Math Word Problems</td>
<td>Sunday, October 20, 2013</td>
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<tr>
<td>Test Analysis</td>
<td>Sunday, October 27, 2013</td>
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<tr>
<td>Instructor Meetings (2)</td>
<td>See next page</td>
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<td>Pre-Assessment Survey</td>
<td>Sunday, September 8, 2013</td>
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<td>Post-Assessment Survey</td>
<td>Wednesday, October 30, 2013</td>
<td>5</td>
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<tr>
<td>Course Portfolio (MSGE)</td>
<td>Wednesday, October 30, 2013</td>
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<td><strong>Total</strong></td>
<td></td>
<td><strong>230</strong></td>
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## Course Calendar

<table>
<thead>
<tr>
<th>Week #</th>
<th>Topic</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Week 1: 9/3/2013 – 9/8/2013</td>
<td>Orientation: Meet with Instructor and get directions for the course</td>
<td>Pre-Assessment</td>
</tr>
<tr>
<td>Week 2: 9/9/2013 – 9/15/2013</td>
<td>Chapter 1 and Succeed in College Math video</td>
<td>Succeed in College Weekly Quiz Weekly Discussion</td>
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<tr>
<td>Week 3: 9/16/2013 – 9/22/2013</td>
<td>Chapter 4 and Learn to Learn Math Content video</td>
<td>Note Making &amp; Time Management (Part 1) Weekly Quiz Weekly Discussion</td>
</tr>
<tr>
<td>Week 4: 9/23/2013 – 9/29/2013</td>
<td>Chapter 2 and Make Time to Learn Math video Face-to-face Instructor Meeting</td>
<td>Time Management (Part 2) Weekly Quiz Weekly Discussion</td>
</tr>
<tr>
<td>Week 5: 9/30/2013 – 10/6/2013</td>
<td>Chapter 5</td>
<td>Resources Weekly Quiz Weekly Discussion</td>
</tr>
<tr>
<td>Week 6: 10/7/2013 – 10/13/2013</td>
<td>Chapter 6 and Brain-based Learning video</td>
<td>Brain-based Learning &amp; Motivation and Goal Setting Weekly Quiz Weekly Discussion</td>
</tr>
<tr>
<td>Week 7: 10/14/2013 – 10/20/2013</td>
<td>Chapter 3 and Untangle Math Word Problems video</td>
<td>Math Word Problems Weekly Quiz Weekly Discussion</td>
</tr>
<tr>
<td>Week 8: 10/21/2013 – 10/27/2013</td>
<td>Chapter 7 Face-to-face Instructor Meeting</td>
<td>Test Analysis Weekly Quiz Weekly Discussion</td>
</tr>
<tr>
<td>Week 9: 10/28/2013 – 10/30/2013</td>
<td>Course Portfolio (MSGE)</td>
<td>Course Portfolio (MSGE) Post-Assessment</td>
</tr>
</tbody>
</table>
This hybrid course is to be completed as follows:
1. Start each module by Monday of that week:
   a. Review the course material presented in the textbook and module’s video lesson as appropriate.
   b. Take notes in your EDCP108M notebook.
   c. Answer any embedded questions in your textbook or EDCP108M notebook.
   d. Investigate the recommended resources.

2. Complete the weekly quiz by Wednesday at 11:59 pm.

3. Participate in the weekly Discussion Session:
   You must read/view the textbook chapter and video module for the week before participating
   in a weekly discussion session. The weekly discussion will be held on Fridays from 12:00
   pm – 12:50 pm in KEY 0116. Online weekly discussions will be held online using the
   Canvas Discussion board.

3. Complete and submit all assignments on the course ELMS site or as directed.

4. Attend two face-to-face instructor meetings:
   a. Mid-course instructor meeting: week of September 23 in 2202 Shoemaker.
   b. Final course meeting: week of October 21 in 2202 Shoemaker.

The instructor of the course reserves the right to amend the topics, schedule, and/or
assignments of the course. You will be notified of any changes.