Instructor: Carol Avery (you may address me as Mrs. Avery, Ms. Avery, or Carol)
Office: Bldg 20, Room 6
Office Hours: MWF 11:30-12:20; TTh 8:30-9:20. Please make use of my office hours if you have any questions or need extra help with the course material.
Phone: 253-460-4429 (TCC extension 4429)
E-mail: cavery@tacomacc.edu

DESCRIPTION & OBJECTIVE: The objective of this course is to provide additional learning support in the form of group work and study skills for students taking MATH 85. This course will help students identify their personal strengths and weaknesses in learning math and to provide specific study skills to increase their mathematical success. It will also help students develop a sense of community with other students, faculty and staff.

CO-REQUISITE: You must be concurrently enrolled in Math 85, Section LNK. Since these two classes are integrally connected, you may not withdraw from one without withdrawing from the other.

INSTRUCTIONAL METHODS USED: This class will blend into our Math 85 LNK class. As we work through Math 85 materials, we will take time to discuss multiple math learning strategies and to do work in small groups. As you explain mathematical ideas to your classmates, you’ll increase your own mathematical power. Unlike a stand-alone MARC class, there will not be significant time spent on doing homework in this Linked section.

COLLEGE-WIDE LEARNING OUTCOMES: Tacoma Community College has identified five college-wide learning outcomes that form the foundation of our educational emphasis: Communication (COM), Critical Thinking and Problem Solving (CRT), Responsibility and Ethics (RES), Information & Information Technology (IIT), and Living and Working Cooperatively/Valuing Differences (LWC).

COURSE OBJECTIVES: MARC 85 will help you to be more successful in your Math 85 class. After completing this course the student will be able to:
1. Maintain a positive attitude toward learning math (RSP)
2. Identify specific skills useful in learning mathematics (CRT)
3. Appreciate the value of mathematics (RSP)
4. Identify personal learning strengths and weaknesses (CRT)
5. Identify academic needs and corresponding campus-based learning resources (RSP)
6. Strengthen test taking skills (CRT)
7. Use stress management skills (RSP)
8. Work in groups to develop strategies and solve problems. (LWC) (COM)
9. Read and use a mathematical textbook effectively. (COM)
10. Use on-line and software tools to improve skills. (IIT)
TEXTBOOKS & SUPPLEMENTAL MATERIALS

- There is no textbook for this class.
- You will need access to the internet, either at home or school.

COURSE REQUIREMENTS: Your grade for this course will be based on a variety of activities. These will include class participation, three course surveys, a class presentation, a learning styles survey and a final reflection paper.

Participation: Your success in this course as well as your math will depend in large measure on the interest, willingness, and enthusiasm that you and your classmates bring to the experience. At the beginning of each class period, you need to sign the attendance sheet, and be an active participant. Each class is worth one participation point. Up to 4 missed participation points may be made up by attending the MARC (Bldg 19, Room 22) to work on your math. 2 hours in the MARC will count for 1 participation point.

Course surveys: There will be three course surveys, a pre-quarter, mid-quarter and end of quarter survey. These are each worth 5 points.

Study-Skills Assignments (worth 15 points each)

- Learning Styles Survey. This will help you to identify the ways you learn best and find ways of helping you to learn better. The due date will be announced in class.
- Class Binder, neatly organized with class notes, homework assignments, tests/quizzes. Checked weekly.
- Note Cards. Details given in class.
- Practice Tests. One per unit.
- One additional Application Assignment of your choice. Found on the MARC Class webpage. Go to www.tacomacc.edu/marc and click on the MARC classes” link under choices.

Final reflection paper: This will be considered your final assignment and will be in place of taking a final. You will receive a handout giving you more information on this assignment toward the end of the quarter. This paper is due the last regular day of class, March 15. It is worth 20 points.

Late work: All written assignments are due before the start of class on the day they are due. Written assignments that are late will receive half credit if they are turned in by the start of the next class. Written assignments that are turned in after the start of the next class after it is due will not be accepted. If you cannot attend class the day an assignment is due, you should give your assignment to a friend to turn in or give it to a Building 20 Secretary to time stamp and put in my box. You may also send the assignment electronically, and if it arrives in my inbox by the start of class, it will be considered on time.
**GRADING:** This course will be graded on a Satisfactory/Unsatisfactory (S/U) grading system. An overall average of 75% (100 points) must be earned to receive an S grade. You may access your current grade online at any time through your Student Portal (go to “My Classes”, and then click on the grey “OIS” box beside the MARC 85 class)

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Participation (1 point/day)</td>
<td>48</td>
</tr>
<tr>
<td>Study-Skills Assignments</td>
<td>75</td>
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<tr>
<td>Final Reflection Paper</td>
<td>20</td>
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<tr>
<td>Pre-course Survey</td>
<td>5</td>
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<tr>
<td>Mid-Quarter Questionnaire</td>
<td>5</td>
</tr>
<tr>
<td>Post Course Survey</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total possible points</strong></td>
<td>158</td>
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**WITHDRAWLS/INCOMPLETE GRADES:** TCC policy states that anyone can drop a class through the 10th day of the quarter, IF the student fills out the necessary forms and turns them in to Registration (Bldg. 18). Between the tenth and the 55th day of the quarter, a student needs to get the instructor’s signature to drop the class. In general, if you are receiving a S grade at the time of your request, a WI grade will be given. If your grade is a U, a U grade will be given (exceptions may be made, depending on the circumstances). Students who simply stop coming to class will receive a grade of U.

Incompletes will be given only in VERY RARE instances, which must be discussed with the instructor before the final. An “I” grade is reserved for students who have generally done well throughout the quarter but miss a small amount of work (say, the final reflection paper) due to exceptional circumstances.

**CLASSROOM STRUCTURE/ETIQUETTE:**

1) Class will begin promptly at 12:30 am. Students are expected to be prepared to begin class at that time, with any assignments that are due turned in at the front of the room

2) Turn off cell phones, pagers, etc. If you are expecting an urgent call or page, please talk with the instructor prior to class. Phones/pagers that disrupt the class will cause the loss of the student’s participation point for that day.

3) Beverages are allowed in class, but please save food for after class. No tobacco products will be allowed in class.

4) Class will last the full 1 hour and 10 minutes. Do not start packing away your books until class is dismissed.

**ACADEMIC DISHONESTY:** As stated in the TCC catalog, “Students are expected to be honest and forthright in their academic endeavors. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students” (pg 33). The complete Administrative Process for Academic Dishonesty is available on the TCC website at [http://www.tacomacc.edu/resourcesforstudents/studentpolicies/administrativeprocedureforacademicdishonesty.aspx](http://www.tacomacc.edu/resourcesforstudents/studentpolicies/administrativeprocedureforacademicdishonesty.aspx). In this course, academic dishonesty will result in 0 points for the assignment on the first incident, and a failing grade for the course (U) on the second incident.

**PROCEDURE FOR CLASSROOM DISPUTE RESOLUTION:** If you have questions or concerns about this class or me, please come talk with me about your concerns. If we are unable to resolve your concerns, you may talk next with the MARC Class Coordinator, Shannon Pressley (bldg 19 room 22). The Coordinator can assist with information about additional steps, if needed.
STUDENTS WITH SPECIAL NEEDS: All students are responsible for all requirements of the class, but the way they meet these requirements may vary. If you need specific auxiliary aids or services due to a disability, please contact the Access Services office in Building 7 (253-566-5328). They will require you to present formal, written documentation of your disability from an appropriate professional. When this step has been completed, arrangements will be made for you to receive reasonable auxiliary aids or services. The disability accommodation documentation prepared by Access Services must be given to me before the accommodation is needed so that appropriate arrangements can be made.

The information in this syllabus is subject to change. Any changes may be made via class announcements.