Instructor: Kim Litz
Class Tutor: Greg DeMarco
Phone: 460-4399 for messages
Email: vklitz@comcast.net (I prefer that you use this one.); vlitz@tacomacc.edu (I don’t check this one as much.)
Webpage: http://www.tacomacc.edu/home/vlitz/index.htm and www.tacomacc.edu/marc the click on the “MARC classes” link under choices
Office Hours: by appointment before class in our classroom and after class in 27-150
Text: Elementary and Intermediate Algebra, fourth edition; Bittenger/Ellenbogen/Johnson
Calculator: A scientific calculator is required. TI-30XIIS recommended.
Course Description: An optional course to be taken concurrently with MATH 85/MATH 90/MATH 99 (must correspond with the MARC course in which you are enrolled), designed to strengthen both mathematical skills and study skills, and to increase success in these challenging courses. Students will work in small groups with coaching from a math tutor and an instructor. Topics may include: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management. 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/MATH 90/MATH 99. 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.
Learning Objectives: The TCC Math Department has agreed on the following student learning objectives. The abbreviation following each objective refers to the College-Wide Learning Outcomes: COM=Communication; CRT=Critical Thinking; IIT=Information and Information Technology; RSP=Responsibility; LWC= Living and Working Cooperatively. Upon successful completion of the 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) (COK)
3. Appreciate the value of mathematics (RSP)
4. Identify personal learning strengths and weakness (CRT)
5. Identify academic needs and corresponding campus-based learning resources (RSP, COK)
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)
Prerequisite: You must be taking MATH 85/MATH 90/MATH 99 (must correspond with MARC course in which you are enrolled) concurrently with this course so you must have the pre-requisites for your math course. If it should come to the instructor’s attention that you do not meet the prerequisite requirements, you will be administratively withdrawn from the class. There will be no exceptions.
Required Materials: You should come to class every day prepared with 1) your textbook (and packet for MARC 85), 2) pencils and good erasers, 3) 8½ x 11 notebook paper, 4) graph paper (grid no smaller than 5 squares per inch), 5) small ruler or straight edge, 6) 3 x 5 cards, and 7) a SCIENTIFIC calculator. The TCC math department recommends a Texas Instruments, model TI-30XIIS. Scientific calculators are available in the bookstore for about $12. If you are not sure if your current calculator is a scientific calculator, ask your instructor. Graphing calculators will NOT be allowed on any tests or in-class assignments.
Course Requirements: Grades will be based upon a number of factors including homework, writing/in-class assignments, and attendance/participation. These areas are detailed below:

Homework: There will be two application assignments to complete. These focus on topics such as: math study skills, reading a math textbook, overcoming math and test anxiety, learning style evaluation, test taking skills and stress management.

Writing: There will be two surveys, a questionnaire and a final reflection paper.

Attendance: Attendance and participation are critical to passing the class. You must have attended at least 70% of the time to pass the class.

Grading: This course will be graded on a Satisfactory/Unsatisfactory (S/U) grading scale. Students must achieve an overall rating of 75% or higher to pass this course.

WITHDRAWLS/INCOMPLETES/WI, I, V GRADES
TCC policy states that anyone can withdraw from a class by the 10th day of the quarter, IF the student fills out the necessary forms and turns them in to registration. After that, you need the instructor’s permission. THAT MEANS: you need to tell me your reasons for wanting to withdraw (warning: “I’m getting a bad grade,” is not reason enough to get a withdrawal). After the 50th calendar day, the instructor may withdraw you under special circumstances. In general, if you are receiving a C grade or better at the time of your request, a WI grade will be given if you have completed 60% of the coursework for the quarter. If your grade is lower than a C, a U grade will be given (exceptions may be made, depending on the circumstances). Students who simply stop coming to class will receive a 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) due to exceptional circumstances.

Classroom Structure/Etiquette:
1) The majority of every class will involve group work on your Math 85/90/99 homework assignments. You are encouraged to ask your classmates for assistance on problems that you were not able to solve on your own. The instructor and tutor will be available during this time to answer questions your classmates are not able to answer.
2) Turn off cell phones, pagers, etc. If you are expecting an urgent call or page, please talk with the instructor prior to class.
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 time allotted. Do not start packing away your books until class is dismissed.

MARC Laptops To Check Out
The MARC has laptops for CML and ALEKS students to check out. These are available only for the MARC class hour. You will need to bring in a photo ID and fill out a form in order to check out a laptop.

Make-up Work: No work may be turned in late or made up. You must talk with me at the earliest possible time you know there is going to be a problem, not after the fact.

Cheating: You may collaborate with others on your work. You may NOT copy other students’ work. Cheating will result in zero points for the work. A second infraction will result in an E grade for the course. Refer to the TCC Academic Dishonesty Policy for more information about cheating.

Disabilities: If you have a physical, mental, or learning disability that you feel may require some form of accommodation, you must 1) have your disability documented with the TCC disabilities specialist (Counseling Center in Bldg 18), and 2) inform me of any necessary accommodations BEFORE they are needed. Documentation should occur within the first 2 weeks of class. Requests for accommodations without necessary documentation will generally be denied.
Help: A number of resources are available if you need additional help (refer to the “Resources for Help with Math” handout). Please make use of my office hours, listed at the beginning of this syllabus and take advantage of the MARC in building 19. The Writing and Tutoring center in Bldg 7 has tutors available to meet with you once or twice a week. If you know you are starting to get behind or feel lost, GET HELP! Once you truly are behind or lost, any help will generally be too late.

Study Groups: Study groups are one of the most valuable resources in a college class. I strongly encourage your participation. An effective study group has two to five members.

Additional Information/Contact Person: Coordinator of MARC classes: Shannon Pressley  
E-mail: spressley@tacomacc.edu  
Office: Bldg 19, Room 22 back office (in the MARC)  
Phone: 253-566-6037 (TCC extension 6037)

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

Acknowledgement: Thanks to Valerie Morgan-Krick, Sellie Clark, and Shannon Pressley for sharing their syllabi and ideas on class organization.

HOMEWORK GUIDELINES

Please make certain that your homework is done in a professional manner. You will find that neat, concise work performed in homework assignments will lead to a better understanding of physical concepts and greater success in your math courses. These guidelines will be used in evaluating homework assignments for this course.

1. Place your NAME, the SECTION NUMBER, MY NAME, and the ASSIGNMENT TOPIC in the top, right-hand corner of each page.

2. Use only 8.5 x 11 inch paper. Papers with jagged edges ripped from a spiral notebook will not be accepted (too messy!).

3. Your work must be typed or clearly written, use complete sentence responses to each question and use proper grammar and correct spelling.