



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Mathematics through Tutoring

COURSE NUMBER:

MAT 2905

COURSE DESCRIPTION (with prerequisites):

The goals of this course are: refinement or acquisition of mathematics skills and connections between mathematics topics needed for successfully tutoring in an academic setting; acquisition of general methods of tutoring as well as specific tutoring techniques needed for specific courses. Teacher-tutor seminars, teacher-tutor conferences, and formal instruction will supplement the extensive tutoring experiences. Prerequisite: Consent of the department. The number of hours of credit varies from 1 to 3 hours depending upon the number of hours tutoring.

NAME(S) OF INSTRUCTORS:

As assigned

EFFECTIVE ACADEMIC YEAR:

2023-24

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:

No textbook or course materials are required to purchase for this course. 

GRADING POLICY:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the *LINCCWeb* icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the "How to Use the Chipola Databases" on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Pippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

TECHNOLOGY RESOURCES:

The college's learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student's responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Information Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

TUTORING RESOURCES:

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, live online tutoring conferences and individual tutoring sessions are available for a variety of courses through ACE@Home. For a conference schedule or to schedule an individual appointment, visit "ACE Tutoring" in the left navigation from any course in Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

Demonstrate Basic Mathematical Skills and Knowledge

- M-1 Apply arithmetic, algebraic, or geometric skills to solve mathematical problems.
- M-2 Represent basic mathematical information verbally, numerically, graphically, or symbolically.
- M-3 Use technology to solve mathematical problems.
- M-4 Interpret mathematical models such as formulas, graphs, tables and schematics.
- M-5 Use mathematical processes in solving real world applications.

LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS

| COURSE-LEVEL STUDENT | | ASSESSMENT | |
|-----------------------------|--|-------------------|--|
|-----------------------------|--|-------------------|--|

| LEARNING OUTCOMES FOR MAT 2905 | DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES | METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES | ARTIFACTS FOR AA PROGRAM ASSESSMENT |
|--|--|---|---|
| <ul style="list-style-type: none"> Demonstrate knowledge of math subject matter at a level appropriate for the level of coursework completed. Apply specific problem-solving strategies used in Chipola Math classes to tutoring sessions. Show familiarity with software programs used in the mathematics courses. Identify appropriate communication techniques for use in math tutoring sessions. Identify appropriate ethics to be used during mathematics tutoring sessions. Identify record-keeping strategies for maintaining historical logs of tutoring sessions. | M-1, M-2, M-4 M-1, M-2, M-3, T-1 M-3, T-1 | SP, SD, Obs SP, SD, Obs SP, SD, Obs SP, SD, Obs SP, SD, Obs | No artifact will be submitted for program assessment as MAT 2905 is not a general education course. |
| **Assessment Codes | | | |
| T = Tests Pre/Post = Pre- and Post-Tests OT = Objective Tests UT = Unit Tests Q = Quizzes F = Final Examination CF = Cumulative Final EX = Departmental Exam SE = Nat'l or State Standardized Exam | RPT = Report/Presentation SP = Skills Performance SD = Skills Demonstration W = Writing Assignments E = Essays DE = Documented Essays RP = Research papers J = Jury R = Recital | Proj. = Projects Exp. = Experiments Cap. Proj. = Capstone Project Cap. Course = Capstone Course Prac. = Practicum Intern. = Internship H = Homework PS = Problem Solving DB = Discussion Board | BO = Behavioral Observation Clin. = Clinicals CS = Case Study CP = Case Plan Port. = Portfolio Obs. = Teacher Observation Sk. Check = Skills Check-off Curriculum Frameworks JP = Judged Performance/Exhibition |

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

Teacher Centered: Instructor will demonstrate specific problem-solving techniques used in Chipola Math classes.

Seminars/conferences: Students and instructor(s) will meet to discuss assigned readings.

Role modeling: Students and instructors actively demonstrate various tutoring techniques.

Student Centered: Student will work as tutors in the lab to provide individualized help, and will keep both a time sheet recording hours worked and a log of the number of students tutored and the time spent tutoring each student.

Office Hours: The instructor will be available during office hours for individual assistance. The instructor's schedule can be found posted on their office door and/or via their individual web site |

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.