



Math 3303.115, Concepts of Elementary Math I Spring 2018

Spring 2018 rev. 12.08.2017

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Christina Hamilton, Ph.D.

Office: Warriors Hall 322 P

Phone: 254-519-5768

Email: hamilton.c@tamuct.edu

The preferred email is through Canvas “Inbox” for course-related information. If correspondence is not related to the course, contact via hamilton.c@tamuct.edu.

Office Hours:

Mondays 8:45 a.m. to 11:00 a.m., Tuesday 8:45 a.m. to 10:30 a.m., Wednesday 8:45 a.m., to 11:00 a.m. and 1:45 p.m. to 5:00 p.m. Due to university obligations that may interfere with my office hours, it is RECOMMENDED that you schedule an appointment by contacting me at hamilton.c@tamuct.edu prior to arrival.

Mode of instruction and course access:

This course meets face-to-face, (with supplemental materials and assignments made available online). This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] as well as the Pearson myMathLab [<http://www.pearsonmylabandmastering.com>].

Student-instructor interaction:

I check emails and text messages daily and will respond within two business days between the hours of 8 a.m. and 5 p.m. CST, excluding weekends and holidays.

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.



COURSE INFORMATION

Course Overview and description:

Problem solving, sets, functions, logic, elementary number theory, concepts of properties of whole numbers, rational numbers, integers, and real numbers. Designed for those planning to teach in elementary school and required to complete the Texas EC-6 core or Math 4-8 certification exam. Prerequisite Course(s): MATH 107: College Algebra and Junior standing.

Course Objective:

The goal of this course is to deepen your conceptual understanding of the underlying mathematics within the elementary school curriculum. During the semester you will be introduced to and immerse yourself in learning mathematics through the problem solving approach. In addition you will engage in the pedagogy pertaining to the learned mathematics. The mathematics in the course emphasizes topics relevant to teaching children from prekindergarten to grade 8 according to the TEKS.

Student Learning Outcomes:

After the completion of this course the student will be able to:	Assessment	Standard
-apply problem solving strategies to solve problems	Chapter 1 homework, in-class activities, tests and final exam	Mathematics Standard I Mathematics Standard V
-demonstrate the ability to analyze and apply the conceptual knowledge of numbers, number systems and their structure, operations and algorithms, and technology	Chapter 2,3,5,6,7 homework, in-class activities, tests and final exam, Math File Folders, Math Manipulatives, Textbook Analysis	Mathematics Standard I
-apply the basic foundations of set theory and number theory to solve problems	Chapter 2 and 4 homework, in-class activities, tests and final exam	Mathematics Standard I
-examine basic foundations of mathematical logic, including valid forms of reasoning	Chapter 1 homework, in-class activities, tests and final exam	Mathematics Standard V

Competency Goals Statements (certification or standards):

Content Student Learning Outcomes

Core Subjects EC-6	Mathematics 4–8
Mathematics Standard I	
Number Concepts: The mathematics teacher	Number Concepts: The mathematics teacher



understands and uses numbers, number systems and their structure, operations and algorithms, quantitative reasoning and technology appropriate to teach the statewide curriculum (Texas Essential Knowledge and Skills [TEKS]) in order to prepare students.	understands and uses numbers, number systems and their structure, operations and algorithms, quantitative reasoning and technology appropriate to teach the statewide curriculum (Texas Essential Knowledge and Skills [TEKS]) in order to prepare students.
Mathematics Standard V	
Mathematical Processes: The mathematics teacher understands and uses mathematical processes to reason mathematically, to solve mathematical problems, to make mathematical connections within and outside of mathematics and to communicate mathematically	Mathematical Processes: The mathematics teacher understands and uses mathematical processes to reason mathematically, to solve mathematical problems, to make mathematical connections within and outside of mathematics and to communicate mathematically.
Mathematics Standard VI	
Mathematical Perspectives: The mathematics teacher understands the historical development of mathematical ideas, the interrelationship between society and mathematics, the structure of mathematics and the evolving nature of mathematics and mathematical knowledge.	Mathematical Perspectives: The mathematics teacher understands the historical development of mathematical ideas, the interrelationship between society and mathematics, the structure of mathematics and the evolving nature of mathematics and mathematical knowledge.

Competencies

Core Subjects EC-6	Mathematics 4–8
Number Concepts and Operations	Number Concepts
Competency 002: The teacher understands concepts related to numbers, operations and algorithms and the properties of numbers.	<p>Competency 001: The teacher understands the structure of number systems, the development of a sense of quantity and the relationship between quantity and symbolic representations.</p> <p>Competency 002: The teacher understands number operations and computational algorithms.</p> <p>Competency 003: The teacher understands ideas of number theory and uses numbers to model and solve problems within and outside of mathematics.</p>
Mathematical Processes	Mathematical Processes and Perspectives
Competency 006: The teacher understands mathematical processes and knows how to	Competency 015: The teacher understands mathematical reasoning and problem solving.



reason mathematically, solve mathematical problems and make mathematical connections within and outside of mathematics.

Competency 016: The teacher understands mathematical connections within and outside of mathematics and how to communicate mathematical ideas and concepts

Texas Essential Knowledge and Skills (TEKS)

Mathematical Process TEKS for Grades K-5:

(1) Mathematical process standards. The student uses mathematical processes to acquire and demonstrate mathematical understanding. The student is expected to:

- (A) apply mathematics to problems arising in everyday life, society, and the workplace;
- (B) use a problem-solving model that incorporates analyzing given information, formulating a plan or strategy, determining a solution, justifying the solution, and evaluating the problem-solving process and the reasonableness of the solution;
- (C) select tools, including real objects, manipulatives, paper and pencil, and technology as appropriate, and techniques, including mental math, estimation, and number sense as appropriate, to solve problems;
- (D) communicate mathematical ideas, reasoning, and their implications using multiple representations, including symbols, diagrams, graphs, and language as appropriate;
- (E) create and use representations to organize, record, and communicate mathematical ideas;
- (F) analyze mathematical relationships to connect and communicate mathematical ideas; and
- (G) display, explain, and justify mathematical ideas and arguments using precise mathematical language in written or oral communication.

Kindergarten:

(2) Number and operations. The student applies mathematical process standards to understand how to represent and compare whole numbers, the relative position and magnitude of whole numbers, and relationships within the numeration system.

(3) Number and operations. The student applies mathematical process standards to develop an understanding of addition and subtraction situations in order to solve problems.

1st Grade:

(2) Number and operations. The student applies mathematical process standards to represent and compare whole numbers, the relative position and magnitude of whole numbers, and relationships within the numeration system related to place value.

(3) Number and operations. The student applies mathematical process standards to develop and use strategies for whole number addition and subtraction computations in order to solve problems



2nd Grade:

(2) Number and operations. The student applies mathematical process standards to understand how to represent and compare whole numbers, the relative position and magnitude of whole numbers, and relationships within the numeration system related to place value.

(3) Number and operations. The student applies mathematical process standards to recognize and represent fractional units and communicates how they are used to name parts of a whole.

(4) Number and operations. The student applies mathematical process standards to develop and use strategies and methods for whole number computations in order to solve addition and subtraction problems with efficiency and accuracy.

(6) Number and operations. The student applies mathematical process standards to connect repeated addition and subtraction to multiplication and division situations that involve equal groupings and shares.

3rd Grade:

(2) Number and operations. The student applies mathematical process standards to represent and compare whole numbers and understand relationships related to place value.

(3) Number and operations. The student applies mathematical process standards to represent and explain fractional units.

(4) Number and operations. The student applies mathematical process standards to develop and use strategies and methods for whole number computations in order to solve problems with efficiency and accuracy.

4th Grade:

(2) Number and operations. The student applies mathematical process standards to represent, compare, and order whole numbers and decimals and understand relationships related to place value.

(3) Number and operations. The student applies mathematical process standards to represent and generate fractions to solve problems.

(4) Number and operations. The student applies mathematical process standards to develop and use strategies and methods for whole number computations and decimal sums and differences in order to solve problems with efficiency and accuracy.

5th Grade:

(2) Number and operations. The student applies mathematical process standards to represent,



compare, and order positive rational numbers and understand relationships as related to place value.

(3) Number and operations. The student applies mathematical process standards to develop and use strategies and methods for positive rational number computations in order to solve problems with efficiency and accuracy.

Mathematical Process TEKS for Grades 6-8:

(1) Mathematical process standards. The student uses mathematical processes to acquire and demonstrate mathematical understanding. The student is expected to:

- (A) apply mathematics to problems arising in everyday life, society, and the workplace;
- (B) use a problem-solving model that incorporates analyzing given information, formulating a plan or strategy, determining a solution, justifying the solution, and evaluating the problem-solving process and the reasonableness of the solution;
- (C) select tools, including real objects, manipulatives, paper and pencil, and technology as appropriate, and techniques, including mental math, estimation, and number sense as appropriate, to solve problems;
- (D) communicate mathematical ideas, reasoning, and their implications using multiple representations, including symbols, diagrams, graphs, and language as appropriate;
- (E) create and use representations to organize, record, and communicate mathematical ideas;
- (F) analyze mathematical relationships to connect and communicate mathematical ideas; and
- (G) display, explain, and justify mathematical ideas and arguments using precise mathematical language in written or oral communication.

6th Grade:

(2) Number and operations. The student applies mathematical process standards to represent and use rational numbers in a variety of forms.

(3) Number and operations. The student applies mathematical process standards to represent addition, subtraction, multiplication, and division while solving problems and justifying solutions.

7th Grade:

2) Number and operations. The student applies mathematical process standards to represent and use rational numbers in a variety of forms.

(3) Number and operations. The student applies mathematical process standards to add, subtract, multiply, and divide while solving problems and justifying solutions.



8th Grade:

(2) Number and operations. The student applies mathematical process standards to represent and use real numbers in a variety of forms.

Required Reading and Textbook(s):

Mathematical Reasoning for Elementary Teachers Plus NEW MyMathLab with Pearson eText -- Access Card Package, 7th Edition ISBN-13: 978-0-321-91474-3

****Additional readings may be assigned***

The following is a list of instructions on how to access the Homework assignments, Tests, and Final exam using MyMathLab.

1. Go to www.pearsonmylabandmastering.com
2. Under Register, select **Student**.
3. Confirm you have the information needed, then select **OK! Register now**.
4. Enter your instructor's course ID: **hamilton55158**, and **Continue**.
5. Enter your existing Pearson account **username** and **password** to **Sign In**.
You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.
 - If you don't have an account, select **Create** and complete the required fields.
6. Select an access option.
 - Enter the access code that came with your textbook or was purchased separately from the bookstore.
 - Buy access using a credit card or PayPal account.
 - If available, get temporary access by selecting the link near the bottom of the page.
7. From the You're Done! page, select **Go To My Courses**.
8. On the My Courses page, select the course name **Math 3303 Spring 2018** to start your work.

To sign in later:

1. Go to www.pearsonmylabandmastering.com.
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select the course name **Math 3303 Spring 2018** to start your work.

To upgrade temporary access to full access:

1. Go to www.pearsonmylabandmastering.com.
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select **Upgrade access** for **Math 3303 Spring 2018**.
5. Enter an access code or buy access with a credit card or PayPal account.



COURSE REQUIREMENTS

<i>Assignment</i>	<i>Description</i>	<i>Standards</i>
<i>Class Assignments</i>	You will complete several class assignments for a grade. The details and rubric for this assignment will be posted in Canvas	<i>Mathematics Standard I, V,VI Competency 002, 006</i>
<i>Math File Folder</i>	File folder games are a great, fun, and engaging go-to that introduces and practices key content skills. In addition, file folder games are an excellent way to focus on individual goals, by providing games tailored to individual learning needs. <i>The details and rubric for this assignment will be posted in Canvas.</i>	<i>Mathematics Standard I,V,VI Competency 002,006</i>
<i>MyMath Lab Homework</i>	<i>You will have seven (7) homework assignments to complete that corresponds to Chapters 1-7.</i>	<i>Mathematics Standard I, V,VI Competency 002, 006</i>
<i>MyMath Lab Test</i>	<i>You will have two (2) test to complete that corresponds to the homework assignments.</i> <i>Test 1- Chapters 1-3, 50 questions, 150 minutes</i> <i>Test 2- Chapters 4-7, 50 questions, 150 minutes</i>	<i>Mathematics Standard I, V,VI Competency 002,006</i>
<i>MyMathLab Final Exam</i>	Your comprehensive final exam will be taken on the last day of class. Your exam will consist of 50 questions and you will have 150 minutes.	<i>Mathematics Standard I, V,VI Competency 002,006</i>
<i>Professionalism</i>	For this assignment you will be graded upon your level of professionalism. This will include your participation in class activities, working problems, completing reading assignments as well as any online modules assignments.	<i>Mathematics Standard I, V,VI Competency 002,006</i>

Grading Criteria Rubric and Conversion

Assignment	Points	Grades will be assigned at the end of the semester on the following basis:	
<i>Class Assignments</i>	100	A = 90-100%	900-1000 points
<i>Math File Folder</i>	250	B = 80-89%	800-899 points
<i>MyMath Lab Homework</i>	200	C = 70-79%	700-799 points
<i>MyMath Lab Test</i>	200	D = 60-69%	600-699 points
<i>MyMathLab Final Exam</i>	200	F = 59% or below	599 or below points
<i>Professionalism</i>	50		
<i>Total points</i>	1000		



Posting of Grades

Final grades will be posted to Canvas Gradebook after completion of course requirements. The turn-around time for grades to be posted will be no later than the next class period.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Day and Date -Class Content	Assignment due by 11:59 p.m.
Wk 1	Mon 1/15- Martin Luther King Holiday Wed 1/17-Intro, Syllabus, Thinking Critically Ch. 1	Ch. 1 homework- Fri 1/19
Wk 2	Mon 1/22- Sets and Whole Numbers Ch. 2 Wed 1/24- Sets and Whole Numbers Ch. 2	Ch. 2 homework- Thurs 1/25
Wk 3	Mon 1/29- Sets and Whole Numbers Ch. 2 Wed 1/31- Class Assignment	Class Assignments- Fri 2/2
Wk 4	Mon 2/5- Numeration and Computation Ch. 3 Wed 2/7- Numeration and Computation Ch. 3	Ch.3 homework- Tue 2/6 Test 1- Fri 2/9
Wk 5	Mon 2/12- Number Theory Ch. 4 and Integers Ch. 5 Wed 2/14- Fractions and Rational Numbers Ch. 6	Ch. 4 and 5 homework- Tue 2/13
Wk 6	Mon 2/19- Fractions and Rational Numbers Ch. 6 Wed 2/21- Fractions and Rational Numbers Ch. 6	Ch. 6 homework- Tue 2/20 Math File Folders- Fri 2/23
Wk 7	Mon 2/26- Decimals, Real Numbers and Proportional Reasoning Ch. 7 Wed 2/28-Presentations	Ch. 7 homework 2/27 Test 2-Fri 3/2
Wk 8	Mon 3/5-Presentations Wed 3/7- Final Exam	

Important University Dates:

January 2018

January 2, (Tuesday) Winter Break Ends

January 2, (Tuesday) Priority Deadline for Admissions applications

January 5, (Friday) VA Certification Request Priority Deadline

January 11, (Thursday) Convocation

January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)

January 15, (Monday) Martin L. King Jr. Day

January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)

January 16, (Tuesday) Classes Begins

January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)

January 23, (Tuesday) Last day to drop 1st 8-week classes with no record

January 31, (Wednesday) Last day to drop 16 week classes with no record

February 2018

February 2, (Friday) Priority Deadline to Submit Graduation Application

February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W

February 15, (Thursday) Last day to apply for Clinical Teaching



February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

March 2018

March 1, (Thursday) Deadline to submit application to Teacher Education Program

March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation

March 9, (Friday) 1st 8 week classes end

March 9, (Friday) Deadline for Admissions applications

March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)

March 12, (Monday) Spring Break Begins

March 12, (Monday) 1st 8-week grades from faculty due by 3pm

March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)

March 16, (Friday) Spring Break Ends

March 19, (Monday) 2nd 8 week begins

March 19, (Monday) Summer Advising Starts

March 19, (Monday) Class Schedule Published

March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)

March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)

March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record

March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies

April 2, (Monday) Scholarship Deadline

April 2, (Monday) Registration begins

April 5, (Thursday) Priority Deadline for International Student Admission Applications

April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W*

April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies

April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

May 2018

May 7-11, Finals Week

May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)

May 11, (Friday) Spring Term Ends

May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)

May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)

May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.

May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)

May 14, (Monday) Minimester begins

May 15, (Tuesday) Last Day to clear Thesis Office

May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)

May 21, (Monday) Priority Deadline for Admissions applications

May 25, (Friday) VA Certification Request Priority Deadline



May 28, (Monday) Memorial Day

The professor reserves the right to amend this syllabus at any time. If revisions are necessary, the professor will make every effort to provide as much advanced notice as possible.

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)
Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a



commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics,



and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.



Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

INSTRUCTOR POLICIES



It is expected that you conduct yourself in such a way that resembles a student with a professional behavior and commitment to the teaching field expectations. Attendance is mandatory. **You are to be in class at least 90% of the time, if your attendance is below this threshold, your final grade will be lowered by one (1) full letter for each absence day after the threshold is met.** An excused absence will be granted with a doctor's note or legal documentation provided no later than two days following the absence. An assignment turned in late will receive a lowered letter grade for each calendar day it is late, unless given prior approval by the professor. In most situations, a doctor's note or legal documentation will be required. In the event of an excused absence (via doctor's note), you are responsible for asking a classmate to take notes and gather handouts or class information for you. It is your responsibility to find out what you missed. **Your professional behavior, including your professional attire, arriving to class late and leaving class early will be monitored and recorded on your professional teaching disposition.**

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