SYLLABUS EXAMPLE #1

Math 100: College Arithmetic
Section Number: 0001
Instructor Name, Office Location, Office Phone, and Email.
Class Time, Class Location, and Important Dates.

Welcome to College Arithmetic

I look forward to spending the semester learning math with you. You will be amazed at how easy some concepts are to understand, and equally amazed at how challenging some problems are to solve. Over the semester, you will experience a range of feelings, including: success and failure; challenge and boredom; accomplishment and frustration. Please know that I and your fellow students will be here to help you through it. Also, persistence and hard work means a lot more in this class than "intelligence." Put in time and effort and I know you will succeed.

As an instructor, I will do everything in my power to give you all the resources and support to help you succeed. If I am not doing this, please do feel free to reach out to me. Again, I am here to see you succeed in math. Please hold me accountable as I will hold you accountable.

What will I learn?

At the end of this course, you will be able to demonstrate the fundamentals of arithmetic, including addition, subtraction, multiplication, division, conversion of whole numbers, decimals, percentages, and fractions, as well as correct order of operations.

Resources:

There are many excellent resources available to you on our campus (listed below). The other students in the class are also a great resource – working together will help you! I am also very happy to help you. As a math instructor, my goal—my job—is to see you excel in math. Because time is limited, it may be difficult or impossible to answer all of your questions during class itself. If you have unanswered questions, something isn't making sense to you, or if you just would like to talk in greater detail about a topic we have covered, I encourage you to come talk to me after class or during my office hours.

Math Tutoring Lab	(Building XXX, Room XXX)	Hours
Tutoring Services	(Building XXX, Room XXX)	Hours
Academic Learning Center	(Building XXX, Room XXX)	Hours
My Office Hours	(Building XXX, Room XXX)	Hours
Textbook Website	website:	password:
Youtube	Search for videos on course content	

You will receive extra credit for using any of the first three resources.

Have the staff there sign your syllabus in the space on the last page and bring it back to class before the midterm for 5 points extra credit.

How to read the course textbooks:

The textbooks contain text, illustrations or figures, and sample problems. The books are not meant to be read quickly, but carefully and thoughtfully. There are problems scattered throughout each section. These are an opportunity for you to apply what you just learned by putting it into practice. When you come to one of these points, stop and try to figure it out. Spend some time thinking about it. It may take you 15 to 20 minutes, or maybe longer. If you are unable to solve the problem after several attempts, make a note about where you got stuck in the problem (a good trick is a post it note or piece of paper stuck into the book on that page) and bring the note to class. Don't give up on the rest of the section or assignment. The books are written to guide you through the process of problem solving, and this requires that you spend some time attempting to solve problems.

What policies will I be expected to follow?

Attendance: Everyone can learn math, but don't go through it alone! Come to class! In class we will be working on developing your understanding of key course concepts and we'll be doing a lot of problem solving. Participating in class activities will help prepare you for exams and is truly an integral part of your learning process. That said, complications can arise during the semester that can impede making it to class on time or even attending, whether that is due to a traffic delay, a child being ill, or missing the bus. If you miss a class, before you do anything else, contact me by phone, email, or coming by my office. I will tell you about the material we covered and suggest a video or two to introduce the material. It's important that you know, per college policy, only four unexcused absences are allowed.

Quizzes: Missed quizzes cannot be made up, because it is my goal to have all quizzes graded and entered into our online gradebook by the end of the day. If you miss a quiz, be sure to download the solutions. The two lowest quiz grades will be dropped.

Exams: Makeup exams will be allowed, however you need to contact me prior to the day of the exam. The makeup exam will need to be completed before the beginning of the next class so that graded exams can returned on time to the class.

Academic integrity: You are expected to be honest. In this course, that primarily means you should never turn in work that is not your own. This does not mean that you are not allowed to work with other students. I encourage you to collaborate on homework problems! It is often more fruitful and enjoyable to work with other people when trying to figure something out. They can give you a different perspective or fresh insight on the problem. Conversely, explaining your idea to another person forces you to clarify your thoughts and can help to highlight flaws you may have previously overlooked. However, if you work with others to come up with a solution, afterward you should write up your work on your own. You should not base your written homework on another student's written homework, and never put your name on anything you do not understand.

Phones: Please turn your ringer off and remove ear buds when you come into class.

Project One: Understanding your Syllabus

Due: *Date*

- Review your syllabus and write up your answer the following questions:
    1. What percentage of your final grade is each assignment worth?
    2. Which assignment has the highest percentage?
    3. When are each of the assignments due?
    4. What resources are available to students in this class?
    5. Is there an attendance policy? If yes, what is it?
    6. Is there extra credit? If yes, how can it be earned?

Final Project: Math in Your Life

Due: *Date*

Complete **ONE** of the following:

Option One: Mathematics in Home Remodeling

- You are giving a house a fresh, new appearance. This involves repainting all the walls and ceilings and replacing the floors (with hardwood, carpet, tile, etc., the finish is your choice). You will have to find the area of all these surfaces, research the cost of your supplies, and find out the cost for this project. Find a house plan (for instance from www.houseplans.com) and pick the house of your choice.
- Project Requirements:
    1. A description of the project.
    2. The work involved in completing the project.
    3. Extra materials essential to the project (the blue print, the sketch, etc).
    4. A reference to any and all resources used in the course of this project (websites visited, places you went to get information, people you talked to, books you used, etc.).
    5. A summary of your findings and what you learned.
    6. What grade you think you deserve and why.

Option Two: Grocery Store Math

- Pick five (5) food items and calculate the costs of buying different brands at different stores.
    1. Identify three (3) different brands of each of your food items. For example, the item is a can of olives, and the brands are Acme, Italiee, and Olivish.
    2. Go to three different stores. At each store identify the cost of each item and each brand. You will have forty-five different prices: three stores, five items, three different brands (and prices) per item.
    3. Determine which brand has the lowest price and which store has the lowest price.
    3. Show your work
    4. What grade you think you deserve and why.

Option Three: Math in the News – Putting Information in Perspective

- Find five current news articles with "mathematical facts" and perform conversions on the facts found in the articles.
- Include in the project:
    1. A copy of the article.
    2. A typed up page of mathematical conversions with the reference numbers to where the facts can be found in the articles.
    3. A "works cited" page consisting of a working web address or the date and title of the periodical of origin.
    4. What grade you think you deserve and why.