Math 4171: Internship

Modifications to the Syllabus
This syllabus, including grade evaluation and course schedule, is subject to modification. In particular, the COVID-19 pandemic may require significant changes in course delivery and content on potentially short notice.

Instructor Information
Dr. Dionne T. Bailey
Office: MCS 220G
Phone: 325-486-5425
Email: Dionne.Bailey@angelo.edu

Office Hours
I will be available for office hours virtually using Blackboard Collaborate, by appointment only.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>3:00 - 5:00 pm</td>
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<tr>
<td>Tuesday</td>
<td>1:30 - 4:00 pm</td>
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<tr>
<td>Wednesday</td>
<td>3:00 - 5:00 pm</td>
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<tr>
<td>Thursday</td>
<td>1:30 - 4:00 pm</td>
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<tr>
<td>Friday</td>
<td>12:00 - 1:00 pm</td>
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</tbody>
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Schedule an Appointment
1. Login to Navigate with your Ramport username and password
2. Click on the blue button that reads Get Assistance
3. Choose the type of Appointment: Advising
4. Select a service category from the drop down menu: Academic Advising
5. Pick a service: Advising
6. Choose the location: Mathematics Department, Web, Phone, Email
7. Choose me for your advisor: Dionne Bailey
8. Select a day/time by clicking on afternoon for a given day. It will show specific times open for appointments.

Course Requirements
Students must tutor in the Math Lab or some other approved public entity for a minimum of 3 hours per week and observe two freshman-level mathematics classes. Feedback related to both experiences will be required. Students must also prepare lessons, documents, and reports related to teaching mathematics, and give a teaching demonstration over a freshman-level mathematics topic.
Attendance

You will **not** be required to attend class in person. You are **required** to complete the daily wellness screening to keep the Ram Family safe. After completing the daily wellness screening a badge will be generated with the current date. You will submit a screenshot of this badge in Blackboard so that I have a record of your attendance for each day. Contact me immediately if you are unable to submit your badge.

Grade Calculations

Grading will be either pass or fail. A passing grade requires all of the following:

1. At most one excused absence is allowed for the scheduled class meetings (no unexcused absences)
2. Must complete 30 hours of tutoring in the Math Lab
3. Satisfactory assessment from the Math Lab Supervisor
4. Satisfactory rating on observation reports
5. Satisfactory mathematical documents created with an appropriate mathematics editor (e.g., exam, quizzes, etc.)
6. Satisfactory teaching demonstration

Student Learning Outcomes

1. **The students will demonstrate factual knowledge.** Students will interpret and use the vocabulary, symbols, and basic concepts modeled for them when working as a math tutor.
2. **The students will demonstrate an understanding of fundamental principles of mathematics and mathematical presentations.** Students will reflect on and discuss the mathematical ideas developed in the teaching demonstrations, as well as the teaching and learning styles.
3. **The students will apply the course material.** Students will use the concepts and techniques learned in this class to deepen their understanding and appreciation of mathematics, and also to develop and improve their ability to research and deliver effective mathematics teaching practices.
4. **The students will develop specific skills, competencies, and points of view needed by mathematics teachers.** Students will develop insight into a variety of mathematics teaching practices. Students will also observe and model effective mathematics instruction.

Required Texts and Readings

*There is no textbook for this course*

Subject Matter

1. Work as a tutor in the Math Lab or some other approved public entity for a minimum 3 hours per week and discuss experiences in class meetings.
2. Observe freshman-level mathematics class(es) and provide required feedback.

Course Schedule
The subject matter schedule listed below is tentative, and subject to change and adaptation. For current, updated information about course topics, contact the instructor.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course Requirements</td>
</tr>
<tr>
<td>2</td>
<td>Review Common Mistakes in Precalculus; discuss Math Lab experiences</td>
</tr>
<tr>
<td>3</td>
<td>Review Common Mistakes in Precalculus; discuss Math Lab experiences</td>
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<tr>
<td>4</td>
<td>Review Common Mistakes in Precalculus; discuss Math Lab experiences</td>
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<tr>
<td>5</td>
<td>Careers in Mathematics; Discuss Math Lab experiences</td>
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<tr>
<td>6</td>
<td>Careers in Mathematics; Discuss Math Lab experiences</td>
</tr>
<tr>
<td>7</td>
<td>Careers in Mathematics; Discuss Math Lab experiences</td>
</tr>
<tr>
<td>8</td>
<td>Classroom observations; Discuss Math Lab experiences and observations</td>
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<tr>
<td>9</td>
<td>Classroom observations; Discuss Math Lab experiences and observations</td>
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<tr>
<td>10</td>
<td>Classroom observations; Discuss Math Lab experiences and observations</td>
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<tr>
<td>11</td>
<td>Classroom observations; Discuss Math Lab experiences and observations</td>
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<tr>
<td>12</td>
<td>Teaching demonstrations; Create mathematical documents</td>
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<tr>
<td>13</td>
<td>Teaching demonstrations; Create mathematical documents</td>
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<tr>
<td>14</td>
<td>Teaching demonstrations; Create mathematical documents</td>
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<tr>
<td>15</td>
<td>Teaching demonstrations; Create mathematical documents</td>
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</tbody>
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General Policies Related to This Course
All students are required to follow the policies and procedures presented in these documents:
- Angelo State University Student Handbook
- Angelo State University Catalog

**Required Use of Masks/Facial Coverings by Students**
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
**Academic Integrity**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university’s [Statement of Academic Integrity](#).

**Plagiarism**

Plagiarism is a serious topic covered in ASU’s [Academic Integrity policy](#) in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the [ASU Writing Center](#).

**Copyright Policy**

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**Accommodations for Students with Disabilities**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the [Student Disability Services website](#). The employee charged with the responsibility of reviewing and authorizing accommodation requests is:
Incomplete Grade Policy
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Title IX at Angelo State University
The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.