

Class times and location MTWRF* 10:00-11:35am online at <https://tamu.zoom.us/j/4178857402>
*-class will not meet every day

Instructor Information

Name	David Manuel
E-Mail Address	dmanuel@math.tamu.edu
Office	Same link as class
Office Hours	MTWR 10-11:35am on the days class does not meet OBA
Departmental Web Page	http://www.math.tamu.edu/courses/math696
Phone Number	Department of Mathematics: 845-3261

Course Description and Prerequisites

Description: *Mathematical Communication and Technology* (Credit 3) Techniques of oral, written, and electronic communication of mathematics; effective classroom and seminar presentation; Internet application; Introduction to Python; classroom use of computer graphics.

Prerequisites: Approval of the department.

Learning Outcomes

This course focuses on the communication of mathematical information as applied to departmental TA duties, including help sessions, grading, recitation assistant, and instructor of record. At the conclusion of this course, students should be able to:

- Know and apply the University rules and procedures in interacting with a diverse student population.
- Use foundational aspects of Python programming with applications to freshman Calculus and engineering
- Use appropriate technology to communicate with students.
- Create reasonable tools of assessment for use in freshman mathematics courses.
- Know basic techniques of mathematical communication and instruction.
- Teach mathematics effectively using techniques of communication and classroom management.

Required Materials

There are no required texts to purchase, though you will look at many online resources.

Course Topics (Tentative weekly schedule. All changes will be announced in class.)

Week	Topics
1	University Rules and Policies; Grading; Help Sessions; Working with Diverse Student Populations; Recitations
2	Python; Classroom Technology; Effective Communication;
3	Assessments; Instructor of Record; Syllabus; Title IX; VAWA; Campus Carry; Classroom Management
4	Microteaching Lessons (Content)
5	Microteaching Lessons (Examples)

Course Format

This course will be a “hybrid” course. There will be lecture material posted in eCampus each week for you to read. For most lecture material, there will be accompanying discussion questions you will be required to answer before the next in-class meeting. These answers will contribute toward your class participation grade; any valid answer will receive credit. 2 times each week you will attend class for important in-class lectures and discussions; these days include May 26 and 29, June 1, 4, 8, and 11 (also listed in the Daily Schedule posted in eCampus) and two days each during the time periods June 15-19 and 22-26 to be determined.

Grading Policies

The course grading will be based on the tables below. At the end of the semester, you will receive the grade you earned according to the scale given. Due to FERPA privacy issues, I cannot discuss grades over email or phone. If you have a question about your grade, email me to arrange a Zoom appointment.

GRADE BREAKDOWN

Activity	Date	Percentage
Assessment of Rules and Policies	May 29	15%
Computer Project	June 5	20%
Writing/Evaluating Assessment	June 11	15%
Microteaching, content	June 15-19	20%
Microteaching, examples	June 22-26	20%
Attendance/Participation	Daily	10%
TOTAL		100%

GRADING SCALE

Range	Grade
$90 \leq \text{Avg}$	A
$80 \leq \text{Avg} < 90$	B
$70 \leq \text{Avg} < 80$	C
$60 \leq \text{Avg} < 70$	D
$\text{Avg} < 60$	F

- **Excused Absences:** Attendance is essential and may affect your grade. For excused absences please refer to Student Rule 7 at <http://student-rules.tamu.edu/rule07>. Excuses for absences must be substantiated by appropriate documentation. Falsification of documentation is a violation of the Honor Code. For deadline days, notification before the absence is required when possible. Otherwise, you must notify me within 2 working days of the missed assignment to arrange a makeup. In such cases, include in your notification an explanation of why you were unable to inform me in advance. NOTE: The Texas A&M University Explanatory Statement for Absence from Class form will NOT be accepted as an excused absence! Further, an absence due to a non-acute medical service or appointment (such as a regular checkup) is not an excused absence.
- **Make-up** assignments will be only allowed due to excused absences and will be arranged with your professor. If you foresee the need to miss an assignment deadline due to an excused absence, you must notify me in advance if possible (see above).

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 845-1637. For additional information visit <http://disability.tamu.edu>.

Academic Integrity *“An Aggie does not lie, cheat, or steal, or tolerate those who do.”*

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System. For additional information on the Honor Council Rules and Procedures, consult <http://aggiehonor.tamu.edu>.

Additional Resources

- *Office Hours:* As stated on the first page, I have office hours every morning (10-11:35am) on the days we do not have class. On these days, you can attend the Zoom class link to ask questions about the material. I am available at other times via appointment for help, discussion of your performance in class, or authorized make-up assignments; email me to arrange for any of these.