Dear Math 167 Student,

Howdy! Welcome to Texas A&M University and to Math 167. I am excited to get to know you and work with you this semester. I love teaching students mathematics. In this guide you will find words of wisdom, your first assignment, and answers to frequently asked questions.

Supplies: Our textbook is COMAP For All Practical Purposes: Mathematical Literacy in Today’s World, 8th ed., W. H. Freeman ISBN 978-1429215060. You need a simple non-programmable calculator that will do square roots. Calculators will be reset before taking exams. You will need to have a WebAssign account, where you will do your graded online homework. See http://www.math.tamu.edu/courses/eHomework/ to access WebAssign. A WebAssign account costs $22.95; please do not try to access WebAssign before classes start. You will need to purchase an account code directly from WebAssign online during the first two weeks of class. After that, you risk being locked out of the system and missing important assignments. Please put your name on your belongings (textbook, notes, etc.); you would be surprised at how often students leave their belongings in class.

Web Site: Please visit my personal web site to see what is available. On my Math 167 web site you will find my office hours, the Math 167 first day handout (syllabus), your class notes, and the Week-In-Review (WIR) problems. I suggest you do the WIR problems before attending the WIR or looking at the solutions.

Personal web page: http://www.math.tamu.edu/~sherry.scarborough/
My Math 167 web page: http://www.math.tamu.edu/~sherry.scarborough/167topics.html

Bring to Class: On Monday, January 13th you will need to bring to class your Math 167 Chapter 1 notes. Always bring the appropriate chapter notes with you to class so you can work the problems along with me. The class notes are located at http://www.math.tamu.edu/~sherry.scarborough/167topics.html. On all class days you will need your notes, your TAMU student ID, a pencil, a simple non-programmable calculator, and the knowledge of your Math 167 section number.

Attendance: You are required to attend ALL classes for the full time allotted. It is hard to understand why a student would choose to handicap him or her-self by not attending his/her class, especially a math class, for the full amount of time. Plus you could miss an in-class quiz, and leaving early or arriving late would be disruptive to others in the class. Please realize that I know that sometimes there are extenuating one-time circumstances and we would rather have you part of the time than none of the class time. Please get your investment (time, and yours or somebody's money) out of this class by attending class, asking questions, attending office hours, attending help sessions, and doing the week-in-review problems provided online.

No Walks: The mathematics department policy does not allow its instructors to give walks, that is, all classes must be held, unless the university is closed. If I have to miss class for any reason (jury duty, illness, conference, or a meeting), then there will be a qualified substitute instructor.

Shhh! Exam and quiz contents are confidential until the exam or quiz is returned. You may not discuss the contents of an exam or quiz until they are returned; to do so violates the Aggie Honor Code. Even the fact that there is an in-class quiz is confidential. You may never discuss the contents of the final exam since it is property of the mathematics department and will not be returned.

Make-ups: No make-up examinations or assignments will be given without a university excused absence. An absence for a non-acute medical service or regular check-up does not constitute an excused absence. To be excused you must notify me, Dr. Sherry, by acknowledged email prior to an excused absence if such notification is feasible. You are required to notify me by the end (5pm) of the second school day after missing an examination or assignment. For injury or illness too severe or contagious to attend class, you must provide written confirmation to me of a visit to a health care professional affirming date and time of visit. You must also give the health care professional permission to verify this information when contacted. The sooner you contact me regarding an absence, the better. The Texas A&M University Explanatory Statement for Absence from Class Form will NOT be accepted.
Exam Make-Up Exams: According to the student rules, "If an instructor has a regularly scheduled make-up exam, students are expected to attend unless they have a university approved excuse." All makeup exams will be given in Blocker 102. Please note that this is a recent change in the student rules, which means that you either take the exams as scheduled in class, or you email me immediately so that I can set up your make-up exam, provided that you also supply a written university excuse (ex: doctor’s note), and take your make-up exam as scheduled below. Please email me no later than NOON on Friday of exam week for Exams I, II, and III so that I have time to set up your make-exam. For Exam IV, please email me no later than 5pm of the day of your Math 167 Exam IV (Final Exam).

Exam I Make-Up Date/Time: Fri Feb 7 at 4pm or Mon Feb 10 at 7:45pm
Exam II Make-Up Date/Time: Fri Mar 7 at 4pm or Mon Mar 17 at 7:45pm
Exam III Make-Up Date/Time: Mon April 7 at 7:45pm
Exam IV Make-Up Date/Time: Tues May 6 at 7:30pm or Wed May 7 at 7:30pm
Please note that Exam I is on Feb 5, Exam II is on March 5, Exam III is on April 2, and Exam IV will either be May 5th or 6th, depending upon your section number (see First Day Handout).

Class Interactions: Since I appreciate having an active class, I encourage you to ask questions, to ‘pause’ me when I get too excited and go too fast, and to ‘rewind’ me when I need to go over a step or problem again. I really appreciate those who ask questions in class, and volunteer answers (right or wrong!) in class. The only dumb questions are the ones you do not ask. Even if you cannot figure out how to ask the question, just tell me to run it by you again. It is my job to be the translator --- to figure out what you are trying to ask, so the more information you give me, the better I can figure out what to say. One of my guidelines in life is to learn from my mistakes. We can learn a lot from wrong answers, so please blurt out answers. I can say and enhance your learning so much more from offered comments and answers, than I can to silence. I also appreciate when you can help your neighbor by pointing out a needed thought in the notes. However, please be courteous and respectful to your classmates and to me by not randomly chatting during class time so I will not need to use the virtual ‘mute’ button!

Zebras: If after you give an answer (for example you say the answer is 5), then I will ask "5 zebras???" meaning, “What are the units?” Oh 5 meters!

Funny Face: Sometimes when I am asked a question, I must have this really funny face (some have said mad or stern face); something like :-| . This expression means you have asked a really good question, I am trying to figure out how best to answer it, or I am trying to figure out the logistics for what is being asked. I am just concentrating. I am not mad, nor do I think you are stupid --- it would upset me greatly for you to think that I thought that! I have learned to tell my students to not misread my expression. I really care about you and work really hard to best answer your questions. ;-)

Emails: You need to daily check your TAMU email, as I will often send the class important information. When you email me please put your name, 167, and section in the subject line so I can best help you (example: Beth Smith, 167-503). This semester I teach and/or am involved with Math 141 and Math 167 and have hundreds of students. Please do NOT send me attachments! Can you imagine if hundreds of my students sent me an attachment? You are important to me, and I would like to give you personal attention so I need to know who you are, what course, and what section so I can best answer your questions! If the answer to your question will benefit most students, please wait until class time to ask it, so I am not answering the same question multiple times in emails!

Homework: There will be graded online homework on http://www.math.tamu.edu/courses/eHomework/. At the end of the semester when final grades are calculated, your lowest online homework grade will be dropped. There are suggested homework problems from the text; these will not be graded as they are for practice. I will help you with your homework or math concepts if you come to my office hours. Please bring your class notes with you when you come to my office hours so I can best help you. You cannot afford to get behind in a college math class. After I am set up in class and before class starts or after class, I would love to answer homework questions or other questions. Help sessions are another great place to get homework assistance.
Note Card Assignment: Your “getting-to-know-you” note card assignment is due no later than class on Friday, January 31st. You need to have a picture of yourself that is about 2 inches by 3 inches that you will attach to a colored 4-inch by 6-inch index card, which I will provide. Please attach the picture with staples or with tape (no paperclips). On one side of the index card, you are to put your name, your picture, Math 167-section number, spring 2014, phone number, your email, your career plans, your hobbies and interests, something interesting or unusual about yourself, and other things you would like me to know. On the back of the card put 4 of your Math 167 classmates’ names, emails and phone numbers. Please also record your classmates’ names, emails and phone numbers on the first page of your class notes so you will have this information readily available! I strongly suggest that you form study groups and help each other learn the material. This note-card assignment grade is NOT one of the quiz grades you can drop since it is very important to me to get to know you, however if you follow these directions, it should be an easy 100 assignment-grade. You can earn a 10-point bonus on your note card grade if during my office hours and you personally hand me your completed note card no later than Thursday January 30th. Note that there is a maximum grade of 110 possible.

Below is the note card grading rubric:

5 pts   Appropriate colored note card
10 pts  Picture of self
10 pts  Name
10 pts  Math 167-50x (appropriate section number)
10 pts  Spring 2014
5 pts   Phone
10 pts  Email
10 pts  Career plans
10 pts  Hobbies/Interests
10 pts  Something interesting or unusual
10 pts  On back of note card: names, phones, and emails of 4 other of your Math 167 classmates

What should you be doing? You should be skimming the notes and textbook ahead of the lecture so you are ready for the lecture. You should be doing problems from the textbook on what we have already covered so you will be prepared for the next class and in-class quizzes! You should be doing your graded homework in WebAssign.

In-Class Quizzes: There will be in-class quizzes; they will be unannounced. Please do not ask if we are having a quiz (not in class, not in emails); just always expect and be ready for one. This helps students keep up with the material. While the note-card grade is a quiz grade, it will not qualify to be a dropped grade. Due to privacy issues, you may only pick up your graded paper. Even if someone asks you to pick up his/her paper, you may not. Hint: During the second week of class some of your quiz questions will be based upon the first day handout, this welcome note, the correct title and spelling of my name, and the Student Help Links: “Logging Into WebAssign,” “Navigating the Student Home Page,” “Taking An Assignment,” “Resources Available Post Due Date,” “Special Notifications,” “Words of Wisdom,” and “FAQ” found at http://www.math.tamu.edu/courses/eHomework/studenthelp.html.

Exams: You need to bring the following to your Math 167 exams:

- Your TAMU student ID
- 882E Scantron
- Simple non-programmable calculator (no calculator covers or lids); calculators will be reset; NO phones
- Your #2 pencil
- Your eraser

Please do not enter the lecture classroom on exam days until you are cleared to do so. To enter the classroom, you must have in hand your 882E scantron, #2 pencil, eraser, simple or reset calculator, and TAMU student ID. All other belongings (including all phones, cameras and electronic devices off, and your hat) must be in your backpack. After entering the room, you must drop off your backpack by the back or front wall before going to your seat.
What is the best way to study for your exams? **Work** all of the appropriate Week-In-Review problems while making sure that you understand the concepts. Do you understand the concepts well enough to be able to do an exam in 50 minutes? “**Work** a problem yourself” is not the same as “watching someone else work the problem” as you will not be graded on how well you watch or listen to someone else working the problem!

**Following Directions:** Since students often miss points by not following directions, I have decided to add this paragraph in hopes that it will help you! If the solution to a problem is a point, then give a point (for example: (2, 3) and not \( x = 2 \) or worse 2, 3 with no parentheses). If the answer has units attached to it, give the units (for example: 5 apples and not just 5). If you are asked to give a fraction in lowest terms, give \( \frac{2}{5} \) and not 0.4. Your online homework system is especially sensitive to this. If you are asked to read an email or directions, please do so. I make a sincere effort to be very clear on what I expect.

**Math Frustrations:** Please spend at least 5 minutes on a math problem you do not understand before asking for help. Read your notes and the text on similar problems. However, please do not spend more than 10 minutes on one math problem you do not understand, as I do not want you to get unduly frustrated! If you do not understand a problem, you should attend the **Week-In-Reviews** for this semester, attend **help sessions** (great place to get help with your online homework) and come to my **office hours**. You should ask me questions before or after class, or form study groups. See HELP on the first day handout.

**You are Special:** You are special and so is everyone else. Your grades will be calculated the same as everyone else’s. After you turn in your final exam, there is nothing more you can do for your grade. If you are concerned about losing your scholarship, getting kicked out of school, or not getting in the major you want, you need to seek help the **whole** semester, not just come to me the last week or two of school. I do care about you and about your learning. This is college; it is up to you to seek help. If you are having trouble with math, please come to my office hours, attend the Week-In-Reviews, attend help sessions, etc. If you are having personal issues or other problems, please let me know so I can direct you to those who can help.

**Personal:** I am very happily married to Richard Talbert, a local transactional attorney with a CPA license, and we share four children, ages 25 to 31. Most weeks, Richard and I ballroom dance, either during lessons or at local dances. I am quite passionate about my dancing. Some of my favorite dances are tango, samba, rumba, waltz, and quickstep. I can trick and slalom water ski. I play bridge, 42, and shoot-the-moon dominoes. I love to read, can ride a unicycle, love flowers and plants, like to hike in forests and in mountains, and like to do the morning Sudoku’s with Richard.

**Enthusiastic:** I sincerely look forward to meeting you and I strongly encourage you to visit me during my office hours. You do not need an appointment, nor do you need to email me that you are coming to my office hours. This is your open invitation to come! I just wanted to let you know that I am enthusiastic, energetic, and love teaching students mathematics.

Here’s to a great semester!
Gig 'Em,
Dr. Sherry Scarborough, ‘80

P.S. What to call me?
**Dr. Sherry** (most students feel most comfortable with this one!)
Miss Sherry
Sherry
Dr. Scarborough (like Simon and Garfunkel's song "Are You Going to Scarborough Fair?")

(NOT "Mrs. Scarborough" as I am Mrs. Talbert since socially I am part of Richard and Sherry Talbert).

P. S. S. The Dr. title means I have earned a Ph.D.