Course Information
Course Number: Math 696
Course Title: Mathematical Communication and Technology
Sections: 100
Time: biweekly 10-11:35am (see Canvas and schedule table here for specific days)
Location: Over Zoom: link in Canvas
Credit Hours: 3 hours

Instructor Details
Instructor: David Manuel
Office: Blocker 328E
Phone: Math Department: 979-845-3261. (There is no phone in my office, so email is a better way to reach me.)
E-Mail: dmanuel@tamu.edu
Office Hours: (Online) MTWR 10-11:35am on the days class does not meet (same Zoom link as class), or by appointment (as arranged via email)
Course Webpage: Material will be posted in Canvas: canvas.tamu.edu. Check regularly for important information, as well as for lecture notes, and other helpful links. Also, see the math department course page.

Course Description
Math 696: 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.

Course Prerequisites
Approval of the department

Course 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. Upon successful completion of this course, students will 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.

Textbook and/or Resource Materials
There are no required texts to purchase, though you will look at many online resources.
Grading Policy
The course grading will be based on the results of the activities outlined in the table below. At the end of the semester you will receive the grade you earned, according to the grade breakdown and grading scale given. Due to FERPA privacy issues, I cannot discuss grades over email or phone. If you have a question about your grade, please schedule a one-on-one Zoom meeting with me.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Rules and Policies</td>
<td>4 June</td>
<td>15%</td>
</tr>
<tr>
<td>Computer Project</td>
<td>11 June</td>
<td>20%</td>
</tr>
<tr>
<td>Writing/Evaluating Assessment</td>
<td>18 June</td>
<td>15%</td>
</tr>
<tr>
<td>Microteaching, content</td>
<td>21-24 June</td>
<td>20%</td>
</tr>
<tr>
<td>Microteaching, examples</td>
<td>28 June- 1 July</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>Daily</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grading Scale

<table>
<thead>
<tr>
<th>Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 ≤ Average ≤ 100</td>
<td>A</td>
</tr>
<tr>
<td>80 ≤ Average &lt; 90</td>
<td>B</td>
</tr>
<tr>
<td>70 ≤ Average &lt; 80</td>
<td>C</td>
</tr>
<tr>
<td>60 ≤ Average &lt; 70</td>
<td>D</td>
</tr>
<tr>
<td>Average &lt; 60</td>
<td>F</td>
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</tbody>
</table>

Grading Appeal Policy – Activities will be graded and feedback returned by the following Tuesday at the latest. Students have until the Friday after activity feedback is released to notify the instructor of any inaccuracies in their graded work. After this, the grade will stand. Students have until the Friday after grades are posted in the Canvas gradebook to bring any inaccuracies to the instructor’s attention. Students should bring all grade disputes to the instructor in a one-on-one Zoom meeting. Due to FERPA privacy issues, grade disputes will not be discussed over email or in the classroom.
Course Schedule (tentative) Dates classes are held are shown beside each week.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1: 6/1, 4</td>
<td>University Rules and Policies; Grading; Help Sessions; Working with Diverse Student Populations; Recitations</td>
</tr>
<tr>
<td>Week 2: 6/7, 10</td>
<td>Python; Classroom Technology; Effective Communication</td>
</tr>
<tr>
<td>Week 3: 6/14, 17</td>
<td>Assessments; Instructor of Record; Syllabus; Title IX; VAWA; Campus Carry; Classroom Management</td>
</tr>
<tr>
<td>Week 4: 6/21-24 (choose 2 days)</td>
<td>Microteaching Lessons (Content)</td>
</tr>
<tr>
<td>Week 5: 6/28-7/1 (same days of the week as Week 4)</td>
<td>Microteaching Lessons (Examples)</td>
</tr>
</tbody>
</table>

Course Format – This course will be a “hybrid” course. There will be lecture material posted in Canvas 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. Two times each week you will attend class for important in-class lectures and discussions; these days are indicated in the table above. Week 4 and 5 you will attend at least two days to be determined based on sign-up preferences during the week of June 14-17.

Technology Support –
- For issues with Canvas, go to lms.tamu.edu or email aihelp@tamu.edu. Make sure you submit assignments WELL before the deadline to avoid last-minute technical issues resulting in late work!
- Activities 2 and 3 will be submitted to Gradescope (www.gradescope.com) via Canvas. Feedback will be provided in Gradescope.

Learning Resources –
- **Office Hours:** As stated on the first page, I have office hours every Monday-Thursday 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 a Zoom appointment for any of these.
University Policies

Attendance Policy
Attendance is essential to complete this course successfully.

**Excused Absences** – University student rules concerning excused and unexcused absences, as well as makeups, can be found at Student Rule 7 in its entirety for information about excused absences, including definitions, and related documentation and timelines. In particular, make-up exams or late homework will NOT be allowed unless a University approved reason is given to me in writing/email. Notification before the absence is required when possible. Otherwise (e.g. accident, or emergency), you must notify me within 2 working days of the missed activity to arrange a makeup. I will not accept the “University Explanatory Statement for Absence from Class” form. Further, an absence due to a non-acute medical service or appointment (such as a regular checkup) is not an excused absence.

(INSTRUCTOR’S ADDENDUM) In the current environment, I will NOT require doctor’s notes for excused absences; however, I WILL require that all requests for makeups be prefaced with the AGGIE CODE OF HONOR: “An Aggie does not lie, cheat, or steal or tolerate those who do. On my honor as an Aggie, I certify that (insert reason for excused absence).” Note that your reason must still fall in the excused absence category described above!

Zoom Etiquette
Class Attendees – When joining class remotely via ZOOM, please join with your audio off. You may ask questions by unmuting yourself and politely interrupting me OR by typing your question in the Zoom chat window (which will post to the class unless you choose to send a private message, in which case anonymity will be preserved), and I will pause and respond to your question. It is important to me that the students are involved in the class discussion, but it is best if we do this in an organized way.

Office Hour Attendees – When joining office hours via ZOOM, please join with your audio off. Everyone attending office hours will be joining one room, so if you would like to ask a question during office hours, please indicate this in the chat and wait to be called on. If you need to speak to me privately, it is best to set up a Zoom appointment as my office hours tend to be very busy.

Makeup Work Policy
Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student’s grade, for the reasons stated in Student Rule 7, or other reason deemed appropriate by the instructor.

Please refer to Student Rule 7 in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor” (Student Rule 7, Section 7.4.1).
“The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence” (Student Rule 7, Section 7.4.2).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See Student Rule 24.)

If you foresee the need to miss an assignment deadline due to an excused absence, you must notify me in advance if possible.

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

“Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one’s work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case” (Section 20.1.2.3, Student Rule 20).

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at aggiehonor.tamu.edu.

Americans with Disabilities Act (ADA) Policy
Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Resources in the Student Services Building or at (979) 845-1637 or visit disability.tamu.edu. Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

Title IX and Statement on Limits to Confidentiality
Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see University Rule 08.01.01.M1):

- The incident is reasonably believed to be discrimination or harassment.
- The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most
instances, a person who is subjected to the alleged conduct will be able to control how the report is handled, including whether or not to pursue a formal investigation. The University’s goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

Students wishing to discuss concerns in a confidential setting are encouraged to make an appointment with Counseling and Psychological Services (CAPS).

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University's Title IX webpage.

Statement on Mental Health and Wellness
Texas A&M University recognizes that mental health and wellness are critical factors that influence a student’s academic success and overall wellbeing. Students are encouraged to engage in healthy self-care by utilizing the resources and services available from Counseling & Psychological Services (CAPS). Students who need someone to talk to can call the TAMU Helpline (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays and 24 hours on weekends. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at suicidepreventionlifeline.org.