



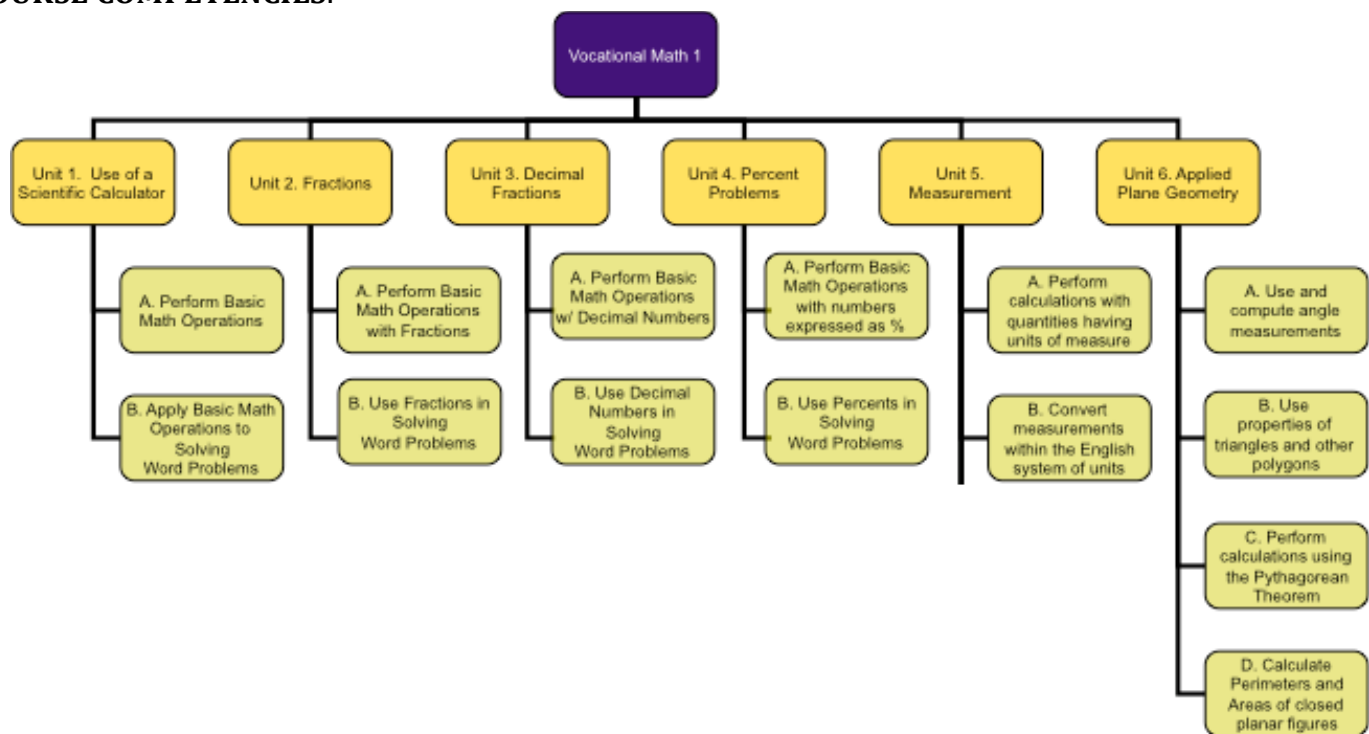
**INSTRUCTOR INFORMATION**

**Instructor:** Bethany Sansing-Helton  
**Office:** D3619 cube i  
**Telephone:** 608-246-6070  
**Email:** [bpsansinghelton@madisoncollege.edu](mailto:bpsansinghelton@madisoncollege.edu)  
**Office Hours:** Mon & Wed 1:00 – 1:30 at Commercial Avenue or Tues 3:30 – 4:30 at Truax or by appointment (call me, send me a Remind message, email me or stop by my office)

**CLASS INFORMATION**

**Course Objectives:** To provide the student with an understanding of the mathematical skills necessary for the trades and everyday use.  
**Textbook:** Practical Problems in Mathematics for Carpenters, 7<sup>th</sup> Edition will be provided (on loan) for each student in the class. The book must be returned at the end of the course.  
**Supplies:** The Construction Master Calculator is required along with a 3 ring binder to keep the in-class lesson materials.

**COURSE COMPETENCIES:**



## RESPONSIBILITIES AND POLICIES:

**Group Work:** Working in groups and communicating clearly are key components of this course. Expect to work together during most of each class period. Be prepared to brainstorm, discuss, critique, and evaluate.

**Student Responsibilities:** Students are expected to be familiar with Madison College policies and procedures. Many of the important policies and procedures are on the Madison College website, located at <http://madisoncollege.edu/student-rights-responsibilities>.

**Academic Integrity:** Academic Integrity is an expectation in all MATC classes. Plagiarism, cheating and collusion are prohibited at MATC. Online work must be your own. Students who fail to observe these standards are subject to disciplinary action which may include a failing grade and/or suspension from the institution. MATC has a strong policy on Academic Misconduct which is published on the MATC website located at <http://madisoncollege.edu/academic-integrity>.

**Withdrawal Policy:** If a situation arises that prevents successful completion of this course, please note that it is each student's responsibility to formally withdraw from this course. Students can withdraw from the course on or before **October 18, 2019**. Read policies and instructions here: <https://madisoncollege.edu/add-drop-classes>.

**Use of Electronic Devices:** Please do not come to class if you are not willing to be an active participant. Turn off your cell phone or other electronic devices. If you must use a cell phone because of an emergency, please step out of class.

**Student e-Mail:** Madison College offers a student email account for all students. You are responsible for monitoring your student email account. Student e-mail can be accessed at: <https://mail.madisoncollege.edu/owa>.

**Disability Act Statement:** Madison College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Disability Resources Services at (608) 246-6716, room D1618 at Truax, or email [drs@madisoncollege.edu](mailto:drs@madisoncollege.edu). If you have an accommodation card from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations. It is best to request accommodations at the beginning or before class so there is ample time to make the accommodations.

**Class Cancellation:** Besides local radio stations and the Madison College website, students can call the hotline to inquire about weather related school closings: (608) 246-6606.

**Syllabus Changes:** As your instructor, I retain the right to make changes based on the timeline of the class, feedback from learners and/or logistical issues.

**Instructor Responsibilities:** As your instructor, I commit to communicating openly and frequently with you about this class. I will maintain a professional, safe learning environment adhering to the policies of the college.

## Grading Policy:

20 %	In-class work
30 %	Homework Quizzes (2 or 3 quizzes)
20 %	Midterm
5 %	Final Prep Exam
25 %	1 Proctored Paper Final Exam
100 %	TOTAL

- **In-Class Work:** You will record your work and your notes in your own notebook or binder, and you will record your final results in your In-Class Workbook. Your workbook will be collected with each exam and will be graded on organization, clarity, and completeness (a grading rubric will be provided). Regular class attendance is essential. Some assignments will be completed entirely during class (and will not be from the In-Class Workbook). If you are absent, you may not be able to make up those assignments. If you miss course material due to absence, it is your responsibility to contact your classmates as soon as possible regarding missed material. If you miss three classes, you will be required to meet with the instructor to discuss your progress in the course. Your positive interactions with classmates are expected. This will be discussed further during the first 2 weeks of class.
- **Homework Quizzes:** Two or three in-class quizzes that are open note and open homework. ALL materials used for the quiz must be students OWN work (no copies of other student's work, no answer keys, etc...). Each quiz is worth 10%-15% of your grade. The quizzes will be graded immediately upon completion, so it is NOT possible to make up any missed quizzes (unless done BEFORE the rest of the class). The quizzes are timed and made up of problems from the homework. If you do not do your homework, you WILL NOT be able to finish the quizzes!
  - Homework on its own does not count as part of your grade
- **Exams:** There will be a Midterm and a Final Exam in the course. If you know you will miss an assessment, contact me beforehand and I will work something out with you. A comprehensive final exam will be given at the end of the course along with a traditional Vocational Math Final Exam. Exam dates and times are given on the course outline below. Material covered on exams will be announced in class prior to the exam date. Exams will be done on paper in class.

<b>Grading Scale:</b>	92 -100%	A	78 - 81 %	BC
	88 - 91 %	AB	70 - 77 %	C
	82 - 87 %	B	62 - 69 %	D

**Mistakes:** In order to truly learn, we will need to make some mistakes. When you make a mistake, learn from it. The instructor and other students in the class are available to help you learn the material and be successful in the course.

## Blackboard:

A Blackboard course site has been created for this class. You can access this course by logging in to the following page: <http://blackboard.madisoncollege.edu/>

- Madison College Blackboard Student Support information: <http://madisoncollege.edu/blackboard-help>.
- Contact me for support with Blackboard problems

Last Updated 9/9/2019

For syllabus support, contact the Center for Excellence in Teaching and Learning (CETL) at 608-246-6646.

- Computer difficulties are not a long-term excuse for non-participation. If you experience problems with your computer, call the computer help desk at (608) 243-4444 or toll-free at (866) 277-4445. They can talk you through fixing many, many problems.
- **Blackboard Outages:** Madison College does its best to keep our Blackboard classroom up and running. However, despite our best efforts, our virtual classroom may go down unexpectedly. If you cannot access our classroom, here is what you should do:
  - Phone the student help desk: (608) 243-4444; toll-free at (866) 277-4445. They can often resolve your problem over the phone.
- This syllabus along with course announcements (like when the next test will be) will be posted on the course blackboard site.
- You will be able to access your grade in the course starting in the 2<sup>nd</sup> week through Blackboard

### Other Resources:

Student Computer Help Desk is located in Truax Campus Library Room A3000. Student lab assistants are available in person, by phone at (608) 243-4444, toll-free at (866) 277-4445 and by email at <https://madisoncollege.edu/student-computer-help> to provide computer support to fellow students. In addition, students can call an after hours help desk by calling (608) 246-6666.

- Tutoring Services: <http://libguides.madisoncollege.edu/studentachievementcenters>
- Counseling Services: 608-246-6076 <https://madisoncollege.edu/counseling>
- Career Resources: <https://madisoncollege.edu/advising>
- Student Writing Center: <http://madisoncollege.edu/writing-center>

It is my sincere desire that you will succeed in this course. I hope you will have questions, comments and suggestions! If you find yourself getting lost and/or behind please come see me for help before it is too late.

## Daily Class Schedule with Assignments and Exams

Day	Date	Day	In-Class	Assignments
Wed	9/4/19	1	Icebreaker, Course Overview, and Lesson 1: Floor Layout	Lesson 1 HW
Mon	9/9/19	2	Lesson 2: Wood Blocks and Bathroom	Lesson 2 HW
Wed	9/11/19	3	Lesson 3: Plywood Shims	Lesson 3 HW
Mon	9/16/19	4	Lesson 4: Floor Tiling	None
Wed	9/18/19	5	Finish Floor Tiling Problem Start Lesson 5: Right Angle	Lesson 4 HW
Mon	9/23/19	6	Finish Lesson 5: Right Angle Review for Midterm	Lesson 5 HW Review Packet
Wed	9/25/19	7	Midterm: Perimeter, Area and Volume of various shapes and Working with Right Triangles	None
Mon	9/30/19	8	Review Midterm Lesson 6: Pouring Concrete	
Wed	10/2/19	9	Finish Lesson 6: Pouring Concrete	Lesson 6 HW
Mon	10/7/19	10	Lesson 7: Money and Percent	
Wed	10/9/19	11	Finish Lesson 7 Lesson 8: Sidewalk Slope	Lesson 7 HW Lesson 8 HW
Mon	10/14/19	12	Lesson 9	
Wed	10/16/19	13	Finish Lesson 9	Lesson 9 HW
Mon	10/21/19	14	Review for Final	
Wed	10/23/19	15	Final Exam	

Last Updated 9/9/2019

For syllabus support, contact the Center for Excellence in Teaching and Learning (CETL) at 608-246-6646.