4-DEV-Trial received 5/2/2013

FORMAT 1

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).

See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/ for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	**Department of Developmental Education**	College/School	**CRCD**
Prepared by	**Kelly Houlton**	Phone	**474-7526**
Email Contact	**klhoulton@alaska.edu**	Faculty Contact	**Kelly Houlton**

1. *ACTION DESIRED (CHECK ONE):* Trial Course [X] New Course [ ]

2. *COURSE IDENTIFICATION:* Dept **DEVM** Course # **094F** No. of Credits **1.0**

Justify upper/lower division status & number of credits: **This is the third of three single credits that together are equivalent to our current DEVM 060 Elementary Algebra course.**

3. *PROPOSED COURSE TITLE:* **Modularized Mastery Math: Elementary Algebra Module F**

4. *To be CROSS LISTED?* *YES/NO* **No** If yes, Dept: [ ] Course # [ ]

(Requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.)

5. *To be STACKED?* *YES/NO* **No** If yes, Dept. [ ] Course # [ ]

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

6. *FREQUENCY OF OFFERING:* **Fall, Spring**

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. *SEMESTER & YEAR OF FIRST OFFERING* (AY2013-14 if approved by 3/1/2013; otherwise AY2014-15) **Spring of AY 2013-14**

8. *COURSE FORMAT:*

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply)	[ ] 1 [ ] 2 [ ] 3 [ ] 4 [X] 5 [ ] 6 weeks to full semester
OTHER FORMAT (specify)	**Variable depending on students' abilities, previous knowledge, and motivation. The course will be 14 hours of contact time.**
Mode of delivery (specify lecture, field trips, labs, etc)	**Modularized mastery learning utilizing computers and individual instruction, videos, small-group lecture, and supported independent learning.**

9. CONTACT HOURS PER WEEK:	3	LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/ for more information on number of credits.

OTHER HOURS (specify type)	

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

FISH F487 W, O **Fisheries Management**
3 Credits **Offered Spring**
Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. *Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor.* Cross-listed with NRM F487. (3+0)

DEVM F094F **Modularized Mastery Math: Elementary Algebra Module F**
1 Credit **Offered Fall, Spring**
This course covers one credit of the DEVM 060 Elementary Algebra course and includes the following topics: factoring polynomials, solving quadratic equations by factoring, simplifying rational expressions, operations with rational expressions, complex fractions, solving rational equations, and applications of quadratic and rational equations. A modularized, mastery learning approach is used with computers. *Prerequisites: Grade of B or better in DEVM 094E taken within one calendar year; permission of instructor required.* (1+0)

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities		S = Social Sciences	

Will this course be used to fulfill a requirement for the baccalaureate core? **If YES, attach form.**	**YES:**		**NO:**	X

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, **Format 6**		W = Writing Intensive, **Format 7**		Natural Science, ("X" for Core) **Format 8**	

11.A *Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.*

YES		NO	X

12. COURSE REPEATABILITY:

Is this course repeatable for credit?	**YES**		**NO**	X

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	

How many times may the course be repeated for credit?		**TIMES**
If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?		**CREDITS**
If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?		**CREDITS**

13. GRADING SYSTEM: *Specify only one. Note: Later changing the grading system for a course constitutes a Major Course Change.*

LETTER:	X	**PASS/FAIL:**	

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES	**Grade of B or better in DEVM 094E taken within one calendar year; permission of instructor required.**

These will be *required* before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS	**Permission of instructor required. The Modularized Mastery Math sequence of courses is limited to a total of 18 students at any one time due to the size of our Developmental Math Lab. (DEVM 094D, E, and F, and DEVM 194G, H, and J are all held concurrently and meet at the same time.) Each student will need to be interviewed to determine a) whether they have taken algebra in the past or not; b) what their level of motivation is; c) if they are able to work independently; d) how comfortable they are working with computers; and e) that they understand the structure of modularized mastery learning and what they will be expected to do.**

16. PROPOSED COURSE FEES $

Has a memo been submitted through your dean to the Provost for fee approval?
Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? **Yes/No**	**No**
If yes, give semester, year, course #, etc.:	

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

The Department of Developmental Education's Math Lab in Gruening 406 will lose 3 hours of open lab time while class is in session, and there will be a significant increase in lab usage.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No [X] Yes [ ] **Unnecessary; using an e-Book and computers.**

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

Department of Developmental Education

21. POSITIVE AND NEGATIVE IMPACTS

*Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.*

Students will learn material to mastery levels and so be better prepared for their subsequent math courses. Students will be able to work as quickly as they are able to complete their developmental math sequence faster than traditional, semester-based classes. Students will only need to take the modules for which they do not already possess mastery instead of having to take and pay for a whole 3-credit course.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Developmental mathematics needs another delivery option for our diverse students. This course (together with trial courses DEVM 094D, 094E, 194G, 194H, and 194J) will potentially allow students to complete their developmental math sequence faster. Students will also only need to complete the credits for which they do not already exhibit mastery levels, thus saving them money as well as time. The topics covered in DEVM 060 Elementary Algebra and DEVM 105 Intermediate Algebra have been split up into three individual credits each in order to accomplish this. Structure has been built in to insure that students receive the support they need and stay focused on completing their math sequence in a timely manner. The progression is as follows:

1. Students placing into DEVM 060 will work a review of pre-test concepts for Module D.

2. Students will then take the pre-test for Module D. If they receive 80% or higher, they already demonstrate mastery of these topics and will work the review of pre-test concepts for Module E. If the student receives less than 80%, they will begin working the Mini Modules (Mini Mods) for Module D. Each Mini Mod covers one or two concepts broken down into smaller parts. Once they reach the required mastery level for each Mini Mod, they will again work a review for Module D and then take the post-test for Module D. If they receive 80% or higher, they have completed Module D and may register for Module E. If they receive less than 80% mastery they will begin reworking the Mini Mods for the questions they missed.

3. Students will continue working in this cycle until they complete each module they have registered for.

4. Students do not pay for or earn credit for any module in which they already possess mastery. The professor will help manage the necessary paperwork for dropping and adding, helping to insure that each student is registered only for the module course that they need. The philosophy here is to help streamline the process as much as possible for the students' sake.

There are six single-credit modularized mastery trial courses being submitted at this time. In order to distinctly identify and clarify each course, they are being assigned a different letter - starting with "D". Letters A, B, and C are being reserved for future development of three single-credit modularized mastery trial courses covering our DEVM 050 Prealgebra course. For now the sequence consists of DEVM 094D, DEVM 094E, DEVM 094F (together they are equivalent to DEVM 060 Elementary Algebra), DEVM 194G, DEVM 194H, and DEVM 194J (together these last three are equivalent to DEVM 105 Intermediate Algebra). Note that the last module is lettered "J" since "I" is problematic; it looks too much like the numeral 1. Next year trial course requests will be submitted for DEVM 094A, DEVM 094B, and DEVM 094C which together will be equivalent to DEVM 050 Prealgebra.

APPROVALS: Add additional signature lines as needed.

[signature]	Date	4/25/13
Signature, Chair, Program/Department of:	Developmental Ed	
[signature]	Date	4/25/13
Signature, Chair, College/School Curriculum Council for:	CRCD	
[signature]	Date	4/26/13
Signature, Dean, College/School of:		

Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date		

Signature, Chair
Faculty Senate Review Committee: ___Curriculum Review ___GAAC

___Core Review ___SADAC

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date		
Signature, Chair, Program/Department of:			
	Date		
Signature, Chair, College/School Curriculum Council for:			
	Date		
Signature, Dean, College/School of:			

ATTACH COMPLETE SYLLABUS (as part of this application). The guidelines are online: http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/
The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES
During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

❑Title, ❑ number, ❑credits, ❑prerequisites, ❑ location, ❑ meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

❑ Name, ❑ office location, ❑ office hours, ❑ telephone, ❑ email address.

3. Course readings/materials:

❑ Course textbook title, ❑ author, ❑ edition/publisher.
❑ Supplementary readings (indicate whether ❑ required or ❑ recommended) and
❑ any supplies required.

4. Course description:

❑ Content of the course and how it fits into the broader curriculum;
❑ Expected proficiencies required to undertake the course, if applicable.
❑ Inclusion of catalog description is *strongly* recommended, and
❑ Description in syllabus must be consistent with catalog course description.

5. ❑ Course Goals (general), and (see #6)

6. ❑ Student Learning Outcomes (more specific)

7. Instructional methods:

❑ Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

❑ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say “lab”. Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

❑ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

❑ Specify how students will be evaluated, ❑ what factors will be included, ❑ their relative value, and ❑ how they will be tabulated into grades (on a curve, absolute scores, etc.) ❑ Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but may be a convenient way to publicize this.) Faculty Senate Meeting #171:
http://www.uaf.edu/uafgov/faculty-senate/meetings/2010-2011-meetings/#171

11. Support Services:

❑ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated.**
The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

❑ State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655)to provide reasonable accommodation to students with disabilities.

Table of Contents

SYLLABUS

****** PLEASE TURN OFF YOUR CELL PHONE AND ANY MUSIC DEVICES ******

1. Course information: DEVM 094F Modularized Mastery Math: Elementary Algebra Module F (1 credit)

Prerequisites: Grade of B or better in DEVM 094E taken within one calendar year; permission of instructor required.

Place: Gruening 406 Developmental Math Lab
Time: Monday/Wednesday/Friday 9:15 – 10:15 AM

2. Instructor: Kelly Houlton, Assistant Professor, Dept. of Developmental Education
Office: Gruening 508E
Office Hours: Monday/Wednesday 11:00 AM – 12:45 PM, Tuesday/Thursday 10:00 – 11:00 AM
also by appointment
Phone/Email: 474-7526 / klhoulton@alaska.edu
Fax: 474-1118
Emergency: Call Renee Pike, 474-1112, Gruening 508

3. Course readings/materials: Required: Beginning and Intermediate Algebra, Sherri Messersmith, 3rd edition, (McGraw-Hill) **on ALEKS (electronic copy of textbook)**. Required: ALEKS access code to utilize ALEKS on computer. Recommended: Mastering Mathematics: How to be a Great Math Student by Richard Manning Smith (Wadsworth). These books are on reserve at the library on a 2-hour basis. If you do not have your ALEKS access code yet, please see me after class.

Supplies checklist:
___ pencil
___ eraser
___ notebook
___ lots of paper
___ headphones (for watching math videos during class or lab times)

4. Course Description and Expectations: This course covers one credit of the DEVM 060 Elementary Algebra course and includes the following topics: factoring polynomials, solving quadratic equations by factoring, simplifying rational expressions, operations with rational expressions, complex fractions, solving rational equations, and applications of quadratic and rational equations. A modularized, mastery learning approach is used with computers. **Prerequisites:** Grade of B or better in DEVM 094D taken within one calendar year; permission of instructor required.

The sequence of courses DEVM 094D, 094E, and 094F is intended to prepare students for DEVM 105 Intermediate Algebra or DEVM 106 Intensive Intermediate Algebra. This course, DEVM 094F, is the third module in the sequence and consists of 9 mini-modules (MINI MODs). This class will be taught through videos, one-on-one computer classwork on ALEKS, small-group lectures and one-on-one tutoring outside of class. You will only work on the MINI MODs for which you do not already exhibit mastery (based on the

results of your Module F Pre-test.) If you pass the Module F Pre-test with 80% or higher we will transfer you to DEVM 194G – the next module in the sequence.

For each modularized mastery math course you enroll in, the steps you follow will be the same as outlined here:

1. Work the Pre-test Review.
2. Take the Pre-test.
3. If you receive 80% or better you will be transferred to the next module in the sequence.
   If you receive less than 80% you will begin working the MINI MODS for the questions you missed.
4. After reaching mastery levels for each MINI MOD, you will work the Post-test Review.
5. Take the Post-test.
6. If you receive 80% or better you have completed the course and may register for the next module in the sequence.
   If you receive less than 80% you will begin working the MINI MODS for the questions you missed and will continue this cycle until you achieve mastery.

5. Course goals: The goal of this class is for you to demonstrate mastery of prerequisite Elementary Algebra skills required for successful completion of DEVM 194G (the next Module in the sequence), or DEVM 105 Intermediate Algebra, or DEVM 106 Intensive Intermediate Algebra. These skills include logical reasoning, knowing when and how to use appropriate formulas, communicating mathematical solutions verbally and in writing, critical thinking and problem-solving skills, collaborative learning, and appreciation for the importance and beauty of mathematics.

6. Student Learning Outcomes:

1. Factor polynomials
2. Solve quadratic equations by factoring
3. Simplify and perform operations on rational expressions
4. Solve rational equations
5. Solve applied quadratic and rational equations problems

7. Instructional methods: This class will be taught through videos, one-on-one computer classwork on ALEKS, small-group lectures and one-on-one tutoring outside of class following a modularized, mastery learning format.

8. Course calendar: Note – since you will be working independently, this schedule will vary. I will check your notebook each time you complete 3 MINI MODs, or more frequently if you are having any trouble.

MINI MOD	Topic Description/Activity	Sections	Mastery Level Required	What to do next
----	Learn how to log into ALEKS and how to use it.	----	----	---
----	Work through the Module F Pre-test Review on ALEKS.	----	----	Contact me to set up a time to take the Module F Pre-test.
----	Take Module F Pre-test (pre-arrange a time with me.)	----	----	If you receive 80% or higher, we will transfer you to DEVM 194G M³: Intermediate Algebra. If you receive < 80%, I will

				give you a list of MINI MODs to complete based on the problems you answered incorrectly.
46	Factoring: GCF, Grouping, and Trinomials with L.C. = 1	7.1, 7.2	----	Read sections 7.1 and 7.2
46	Practice	7.1, 7.2	100% (5 of 5)	
46	Homework (HMWK)	7.1, 7.2	90% (9 of 10)	Read section 7.3 Factoring Trinomials with L.C. $\neq 1$
47	Practice: Factoring Trinomials with L.C. $\neq 1$	7.3	100% (5 of 5)	
47	HMWK	7.3	90% (9 of 10)	Read sections 7.4 Factoring Binomials and Putting It All Together (summary)
48	Practice: Factoring Binomials and Putting It All Together (summary)	7.4, Putting It All Together (Piat)	100% (5 of 5)	
48	HMWK	7.4, Piat	90% (9 of 10)	Read section 7.5 Solving Quadratic Equations by Factoring
49	Practice: Solving Quadratic Equations by Factoring -Notebook check	7.5	100% (5 of 5)	
49	HMWK	7.5	90% (9 of 10)	Read section 7.6 Applications of Quadratic Equations
50	Practice: Applications of Quadratic Equations	7.6	80% (4 of 5)	
50	HMWK	7.6	80% (4 of 5)	Read sections 8.1 and 8.2 Simplifying, Multiplying and Dividing Rational Expressions
51	Practice: Simplifying, Multiplying and Dividing Rational Expressions	8.1, 8.2	100% (5 of 5)	
51	HMWK	8.1, 8.2	90% (9 of 10)	Read sections 8.3 and 8.4 Adding and Subtracting Rational Expressions
52	Practice: Adding and Subtracting Rational Expressions -Notebook check	8.3, 8.4	100% (5 of 5)	

52	HMWK	8.3, 8.4	90% (9 of 10)	Read sections Piat (summary) and 8.5 Complex Fractions
53	Practice: Summary and Complex Fractions	Piat, 8.5	80% (4 of 5)	
53	HMWK	Piat, 8.5	80% (8 of 10)	Read sections 8.6 and 8.7 Solving Rational Equations and Applications
54	Practice: Solving Rational Equations and Applications	8.6, 8.7	80% (4 of 5)	
54	HMWK	8.6, 8.7	80% (8 of 10)	Begin working on the Module F Post-test Review
----	Module F Post-test Review -Notebook check	----	80% (24 of 30)	Contact me to set up a time to take the Module F Post-test
----	Module F Post-test	----	80% (24 of 30)	If you do not achieve mastery of Module F, I will give you a list of MINI MODs to complete based on the problems you answered incorrectly on the post-test. Once you have achieved mastery you we will schedule a time for you to take a cumulative written final exam for Elementary Algebra (includes material from Modules D, E, and F).
----	Written final exam (cumulative – includes material from Modules D, E, and F)	----	----	

9. Course policies: In addition to attending class (3 hours per week), you are required to spend 2 hours in our Math Lab (Gruening 406 or CTC 120). You will need to keep track of your lab hours on your Lab Sheet and have the lab tutor sign for each session.

You will need lots of paper and a notebook that allows for good organization. You will also need daily computer access with reliable internet connection to work on your ALEKS assignments outside of class. Since you will need to watch videos during class and lab times, you will need a set of headphones that plug into the computer.

Your responsibilities include:

- **attending every class on time**
- **attending Math Lab for at least 2 required hours per week**
- **being prepared with pencil, eraser, and notebook for every class**
- **taking complete notes during class, while watching videos and while working on ALEKS**
- **achieving required levels of mastery on your ALEKS assignments**
- **seeking extra help outside of class whenever you have questions**

- helping your fellow classmates during class time and in the Math Lab
- improving and refining your study skills

Classroom Rules: Attendance is mandatory. You are expected to be on time for each class, prepared to take notes, and ready to work. If you have to be late, please take a seat ***quietly*** without disrupting class. If you are more than 10 minutes late, you will be counted absent. Please note that sleeping is the same as being absent. You will be asked to leave class if your cell phone rings or you are texting during class. Cheating is not tolerated and will result in a failing grade. All of your work on ALEKS must be done by you. Be honest in all your work and show the highest integrity in how you conduct yourself during your academic career. Please let me know if anything distracts you during class so I can deal with it promptly. Our classroom is a safe place where we are each accepted and respected, and we will all work together to ensure that each of us has a successful semester.

Attendance/Participation Policy: This class requires your attendance for 5 hours each week. We will meet 3 hours per week during our scheduled class time, and you will spend an additional 2 hours per week in our Math Labs in Gruening 406 or CTC 120. You may schedule these 2 additional hours at any time that fits your schedule – just see the lab schedule for days and times. Keep track of your hours on your Lab Sheet, making sure to get the lab tutor's signature before you leave the lab each time. You are also encouraged to work at home on your ALEKS assignments as much as possible. You are not required to keep a log of the time you spend working outside of the lab.

If you have to miss a class, send me an email explaining why and make up an extra hour in the Math Lab. If you are really sick or traveling, send me an email informing me of the expected days of class you will miss. Upon returning you will simply pick up from where you left off, but you must inform me of your expected absences.

You will need to come to class in time to get logged in on a computer before class starts. If you are more than ten minutes late you will be marked absent and will need to work an extra hour in the Math Lab.

Students not acquiring enough lab hours each week will be withdrawn from the class. Please keep in mind that attendance and participation is very important and will be 20% of your overall grade in this class.

Your notebook will be graded each time you complete three MINI MODs. These are the six parts you will be graded on:

1. Syllabus – this should be in your notebook at all times
2. Module Pre- and Post-tests Master Sheets – keep these lists readily handy
3. Module Checklist – keep track of the dates you complete each assignment
4. Notes – from mini-lectures during class, from your ALEKS eBook readings, from watching math videos
5. Work – write down each problem from the Practices, HMWKs, and Pre- and Post-test Reviews and show all your work
6. Completed Modules – keep your Module Checklists as you continue on taking DEVM 094 or 194 classes

Assignments on ALEKS:

ALEKS is a web-based, artificially intelligent assessment and learning system that provides the advantages of one-on-one instruction, 24/7, from virtually any web-based computer for a fraction of the cost of a human tutor.

How ALEKS will be graded in this class: MINI MODs and Post-test **(All work must be your own – be honest.)**

- You will need to buy an ALEKS **access code**. You can purchase ALEKS at the UAF Bookstore or directly from the website (see instructions on next page).

- When you sign up for ALEKS, the computer will have to download the ALEKS software and you will need a **course code**. The **course code** for this class is **********
- Go to www.aleks.com and click on "**sign up now**", choose the option for using ALEKS with a class, and enter the **course code**: ********** You will then be asked to input your student code which came with your ALEKS access code or was purchased on the website. This will put you into the correct course.
- After you establish your account on ALEKS, you will be asked to take an interactive tutorial that explains how to enter answers on ALEKS. Once you've taken the tutorial you will take an initial assessment which includes about 25 to 30 questions.
- **NOTE: If you do not have internet access there are several labs on campus which are ALEKS-ready including the DEVM lab in Gruening 406, the library, the Bunnell computer lab, and CTC 120.**
- We will be using ALEKS for Practice, Homework, Reviews, and Pre- and Post-tests. All of our ALEKS work will be listed under the "**Assignments**" tab. **Write each problem down on paper along with the problem number** and then work it out carefully. You can recheck your answers before you submit your answers. Organize all your work in your notebook.
- Once you have checked your answers you can "submit" your work. It will be graded instantly and you can go back and look at any problems you may have missed to see the correct answer and an explanation. **You can redo the Practice, Homework, and Reviews as many times as is necessary to achieve the required level of mastery.** You will only need to rework the problems you missed. ALEKS will automatically record your **best** score. **Pre- and Post-test problems can only be worked one time.**
- If ALEKS ever seems to freeze up, it usually means that you must take an assessment. Complete the assessment to unlock your ALEKS assignments.
- **To buy ALEKS as a stand-alone product (around $70):**
  1. Go to www.aleks.com and click on "**sign up now**"
  2. Enter the course code (see above) and click "**continue**"
  3. Confirm that it is the correct class and click "**continue**"
  4. Click "**purchase an access code online**" and select "**Higher Ed 1-semester (18 weeks)**"
  5. Follow the on-screen instructions

Each Module starts with a Pre-test Review of 30 questions. Once you have worked the Review you will schedule a time with me to take the Pre-test in Gruening 508. If you pass with 80% or higher, we will transfer you to DEVM 194G and you will work the Module G Pre-test Review. If you receive less than 80% you will begin working on the Mini-Modules (MINI MODs) for the questions you missed on the Pre-test. Each MINI MOD consists of a 5-problem Practice assignment and a 10-problem Homework (HMWK) assignment. Each assignment has a required level of mastery for you to meet. You only need to work the MINI MODs for the questions you missed on the Pre-test, but you may work all nine MINI MODs to strengthen your understanding and mastery of the material. When you have completed all assignments on the MINI MODs, you will work the Post-test Review. When you achieve 80% mastery of the Review, you will schedule a time with me to take the Module Post-test. If you achieve 80% mastery you will move on as described above. If you receive less than 80% you will begin re-working the MINI MODs from each question missed on the Module Post-test. There is no penalty for not achieving mastery instantly or for reworking MINI MODs or for retaking Module Post-tests.

Note: If you are texting during class or listening to music with headphones, you are not participating in class or contributing to the learning environment. I will ask you to leave if your cell phone rings or you are texting during class. Your full participation is required.

10. Evaluation: Your grade will be based on your MINI MOD scores (averaged together), your attendance/participation – which includes your notebook, your Module Post-test, and a written cumulative final exam containing material from Modules D, E, and F. Attendance will count one point per class hour and one point per lab hour with a total of five points possible per week. Your notebook is worth 10 points per check (I will check it after you complete three MINI MODs) for a possible total of 30 points.

Grading Policy:

% of Grade:	Grading Scale (no curve):
40% MINI MODs	90 – 100% A
20% Notebook/Attendance/Participation	80 – 89% B
30% Module Post-test	70 – 79% C
10% Written Cumulative Final Exam (includes material from Modules D, E, and F)	60 – 69% D
	59% or lower F

- ***NOTE: Students who are not attending or making significant progress (70%) by the last day to withdraw will be withdrawn from the class.***

11. Support Services: Free tutoring is available in our **Math Labs in Gruening 406 and CTC 120**. Please see lab schedule for days and times. There are computers in each lab that you can use to work on ALEKS assignments.

12. Disabilities Services: The Office of Disability Services located in the Center for Health and Counseling (474-5655, 208 WHIT) implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal and reasonable access to the campus and course materials. Please let me know as soon as possible if you have a letter of accommodation. I will work with the Office of Disabilities Services to provide reasonable accommodation to students with disabilities.