

MATH 492 CLASSWORK POLICIES & ASSESSMENT
BURTON, MATHEMATICS DEPARTMENT, WOU, WINTER 2005

Expectations—Overall

- ◆ Attendance is required
- ◆ Punctuality is required
- ◆ Attentive and focused work throughout class is required

Working in Groups

- ◆ As a future teacher, working effectively and helpfully with others is an important skill to master. Regardless of the size of your group or the time spent in the group, while you are working in a group, the group is your team. You should work *together* on the tasks assigned to the group.
- ◆ Working with the pace of your group is required, you should neither race ahead of your group nor go so slow that your group is constantly waiting for you.
- ◆ If someone in your group needs help, try to lead them to an understanding of the topic. Don't just give out answers. This is not an effective teaching technique (telling) and it is not an effective learning technique (just listening).
- ◆ If you need help, be sure to ask for help within your group and from Dr. Burton.

Working with the Class

- ◆ Volunteering and sharing ideas (generally at the document camera) is required. You will be asked to come forward in a variety of settings, this is a fun and useful part of this course. As a future teacher, the more practice you have explaining ideas in front of a class, the better!
- ◆ When someone is speaking or working in front of the class, be attentive and use your best manners. Disruptive behavior such as talking, whispering, paper shuffling and moving about the room is extremely rude to the speaker and will not be tolerated.

Taking Notes

- ◆ Your notes are your resource for this course—there is no textbook.
- ◆ Be attentive and take good notes during all class activities and write out all of the details on class worksheets. You will need good notes to succeed in this course.

Classwork Assessment

- ◆ Attendance will be taken and factored into your 10% classwork assessment score.
- ◆ Volunteering will be noted and factored into your 10% classwork assessment score.
- ◆ During exams you will be asked to turn in your organized COURSE NOTEBOOK. Dr. Burton will review each of your course worksheets and assess them for completeness using a scale such as the following:

	Complete						Not Done	
	5	4.5	4	3.5	3	2	1	0
Topic 1								

- ◆ Exam review sheets will note the specific topic worksheets that will be reviewed during the exam.

Makeup Classwork Assessment Points

- ◆ Makeup classwork assessment points, in the form of additional out of class assignments, will only be available in the case of documented emergency or a documented university sanctioned absence from class (examples: student teaching in the education program, university representation in a music presentation, etc.). Prior notification and my agreement are required. Ordinary illness of one or two class days does not count as a documented emergency, even if you have a note from a doctor.