Welcome to Math 299s during Fall 2021 .

Grace

COVID-19 has caused a lot of upheaval in our world and has required a lot of adjustments so that we can better protect each other. We keep hoping for a return to "normal" but our experience has solidified that this world situation is not going back to "normal" this quarter. So, as we work to come back to campus and adjust to current normal please give grace. I am trying my best to structure the course so that what I ask you to do are things that will be helpful to your learning and that will also create a sense of community for our class. That said, I will make mistakes, you will make mistakes, and things will just go wrong, but I am going to do my best to help you out when you make mistakes and when things just go wrong.

We will have regular synchronous course meetings to allow us to build a sense of community. I will also do my best to keep Canvas up-to-date with the course information. All that said, I also recognize that things are still in a state of flux so regular communication will be important. Please check in with our Canvas course every day and start assignments promptly.

Healthy Behaviors, `https://www.cwu.edu/emergency/covid-19-updates`

I urge you to engage in healthy behaviors by abiding by CWU, CDC, and WHO guidelines including: wearing a mask that cover both the nose and the mouth, particularly when indoors and among large groups of people, being vaccinated, and staying home when sick. Standard face shields, single-layer neck gaiters, single layer masks, masks with one-way vent valves, and handkerchiefs are not considered appropriate masks for this course.

Course Engagement and Participation

The expectation is that you should be spending about 12 hour per week on the course (4 hours of class time, 2-3 hours every weekday on homework). This time outside of class will support you on your journey to being a math major. Please make use of this time. Come to class time prepared, having read the course material, and ready to engage in discussion. You should bring the course readings to course on days where we will be using it.

The class time attendance and participation are important to your success in this course. I am encouraging this daily interaction so that students will have a chance to meet and work with other colleagues in the math and applied math majors that they might not otherwise have a chance to meet. The course meetings will be provided synchronously in person and will be moved online (Canvas Zoom) if situation changes. Student participation is strongly encouraged through questions, informed comments, observations, etc.

However, I also recognize that we are living through a pandemic and unprecedented health crisis, so I am willing to work with you individually through the semester on attendance, participation, and due dates. **If you are sick or are incapable of participating meaningfully in class, please stay home. Coming to class sick only risks spreading illnesses. Please contact me as soon as possible regarding any absences.**

Communication

To help me cut down on answering the same question multiple times, please post questions that others might share to the relevant content discussion. I am monitoring discussions. If you have personal questions then the best way to contact me is by email (`brandy.wiegers@cwu.edu`) from your university email address. Please put [Math 299s] and a descriptive subject in the subject line. See the note the syllabus about How to Write an Email to a Professor. I'm ok at following up to email, but I do occasionally put something off for later and forget about it. So if you haven't gotten a response within one business day, please send your question again.You should also check your Canvas messages and university Outlook email address daily. **Please contact me ASAP if you are sick or if there is a reason why you need special consideration or an extension of due dates.**

Mental Health and other Emergency Support

Stress and other life circumstances that may be out of your control can make learning and focusing difficult. If you find stress or other mental health concerns make academics difficult, Central has resources to support you. I encourage you to reach out as soon as you notice you are struggling:

- CWU Counseling Center: `https://www.cwu.edu/medical-counseling/counseling-clinic`
- Mental Health Crisis Support outside normal business hours: Call 1-800-273 - 8255, Text HOME to 741741, or call 911.
- Wellness Center: `http://www.cwu.edu/wecare/` 509-963 -3213. Includes sexual assault and victim advocacy.
- Disability Services: `https://www.cwu.edu/disability-services/` 509 - 963 - 2214

Finally, Presidents United to Solve Hunger (PUSH) is a combined effort from CWU students, faculty, staff, and Ellensburg community partners to connect students in emergency situations with food and other basic needs.
Visit `https://www.cwu.edu/push/` to find campus and community resources to support your personal emergency situations.

Welcome to Math 299s: Math Major Seminar.

. It is your responsibility to read, understand, and follow the syllabus guidelines.

Reading this syllabus: Please read thoroughly and note items that are. **bolded**. These bolded statements contain important policies and then details/ questions about the policies are detailed below the. **bold**. Contact me with any further questions.	Page 2: Quick Reference course information Pages 3-5: Learning Objectives and Expectations Pages 6: Course & Grading Requirements Page 7: University Policies Page 8: Professional expectations

Class Meeting Time:

Monday & Wednesday	1:00-1:50 PM	Samuelson 117
Tuesday & Thursday	1:00-1:50 PM	Samuelson 138 (Computer Lab)

Instructor Contact Information

Instructor	Email	Phone	Office	Pronouns
Dr. Brandy Wiegers	**brandy.wiegers@cwu.edu**	**(509) 963-2125**	**Sam 229C**	**She/Her/Hers**

The best way to contact the instructor is at office hours or via email. That said, professors often only check email 2-3 times a day so expect a 12-24 hour delay in response. If you haven't received a response within 24 hours of the original email please contact the professor again.

Student Office Hours: Come and ask me your questions!

MTWTh 3:00 pm - 4:00pm Zoom - via Canvas
Additional office hours are available, to schedule visit:
`https://outlook.office365.com/owa/calendar/Advising@cwuwildcat.onmicrosoft.com/bookings/`

Required Course Materials:

- **Canvas Access:** Canvas will be updated regularly and will need to be reviewed daily. Please refer to Multimodal's Online Learning Basics, `https://www.cwu.edu/online-learning/online-learning-basics-students` for helpful strategies for completing your tenure at CWU online successfully when using Canvas.
- **Daily Math Journal:** A paper notebook to record daily mathematical experiences.
- **Textbooks:** Zeitz's The Art & Craft of Problem Solving (Wiley) and Alcock's How to Study as a Mathematics Major (Oxford Univ Press). These will be resources for your career at CWU.
- **Coursepack:** All the worksheets and several activities for this class are available in the Coursepack. You can order this from CWU Wildcat Shop or you can download from Canvas.
- **Computer and Internet Access:** Regular computing assignments will play a role in this course including use of the `https://www.overleaf.com/` LaTeX internet accessible site. If you do not have personal computer and internet access make sure to start assignments early and make use of the CWU computing resources. You can find a list of on-campus computer labs here, `http://www.cwu.edu/its-css/computer-labs`. Also, be aware that you can check out laptops from Information Desk at the SURC `https://www.cwu.edu/surc/information-center` or the Samuelson MECC Checkout.

Course Grade Categories	
Assessment	**%**
Class Participation & Assignments	20%
Problem Write-ups	20%
Group Projects	20%
Five-year Professional Packet	20%
Final Project	20%

Always remember - believe in yourself and your ability to do math: It is a common myth that some people are good at math and some are not. In reality, there are several skills that go into doing mathematics well, and these skills can be practiced and improved. Your instructor can help you identify your strengths, as well as your challenges in doing math. We will work together to improve these challenges. In this class, everyone can develop the skills and the confidence to do math!

Learning Objectives for Math 299s: Math Major Seminar

This class is meant to deepen your understanding of mathematics. To do this it is important for you to develop a thorough understanding of variety of different mathematical content and mathematical skills. In this course, you will often work in groups with other students to apply your combined mathematical background and skills to solve problems and prepare for the next level of mathematics.

Upon successful completion of Math 299S, students will be able to ...

- Articulate post-graduation options of mathematical majors.
- Utilize principles of success including time management, interpersonal communication, and research strategies.
- Perform basic mathematical problem solving skills.
- Interpret and manipulate quantified statements in mathematical notation.
- Use technical tools to support their future mathematical endeavors.
- Create a visualization of mathematical problems.
- Use a computer system to calculate mathematical iterations.
- Communicate mathematical work in written and verbal formats.

In addition to covering these math topics, my primary goal is to create a human experience in mathematical exploration and problem solving while achieving these learning objectives.

To support this I will ...

- Regularly communicate the expectations for coursework
- Provide assignments to support your coursework and understanding.
- Make any assignments for the following day by the end of the class period. (ie: all assignments will be posted on Canvas $\geq$ 23 hours prior to the due date).
- Provide regular opportunities for you to assess what you have learned and provide feedback on what you still need to work on.

In this class you will practice ...

- **Working Cooperatively with Others**: Working in groups and talking about math helps you learn it better. Sometimes we think we understand an idea, but when we start talking about it, we realize there are concepts we need to understand better. **You will need to listen to, compliment, and also critique the reasoning of other students, in a respectful manner.**
- **Asking questions**: In-class time is your opportunity to ask lots of questions! I will help you learn how to ask questions, how to answer your own questions, how to use resources like your textbook, classmates, etc. Also, don't forget that Professors are human too. Sometimes we make mistakes. If you think I've made an error reach out and ask me!
- **Problem Solving Skills**: There are many skills involved in successfully doing math. Some people are better at memorizing, some at asking questions, and others at experimenting. We will help you identify your strengths and weakness in order to improve your mathematical problem solving.
- **How to express solutions in written and oral form.**
- **How to use logic to justify mathematical ideas**: Having the correct answer is not enough! You need to be able to explain and justify your logic. This will help you learn the material better, and perform better on tests.
- **How to "speak math"**: Math requires that you learn a lot of new words, which can be very technical. You need to read the textbook and review definitions regularly in order to be savvy at speaking math.

In this class I expect that you will . . .

- **Come to class prepared to engage in mathematical thinking:** You will be asked to turn in something each day. Mathematics is a creative endeavor that slowly builds over the course. To do that you need to do a little bit of work each day. Daily activities help you practice the work outside of class. The worksheets will be about the process, the logic and the justification - not the answer!!! If you do not finish the worksheet in class, you will take it home for homework. These will be turned in the next day and graded for completion.

  CWU policy states "*one credit represents a total time commitment of three hours each week of the quarter. A regular load of 15 credits requires 45 hours of work per week. The total time includes class time, studying, conferring with the instructor, writing, performing laboratory work, exercising, or performing any other activity required of students.*" Thus, **you will be expected to spend 9 hours a week working outside of class on class materials (around 2 hours a night).**
- **Check your email and Canvas regularly to keep track of your responsibilities.**
- **Communicate in a Professional Manner**

  How to Write an Email to a Professor

  First check the syllabus and your notes (and the class website if there is one) to see if your question has indeed been answered there. If you still have a question or comment then send a professional email including the following components:

Subject: Use a Clear Subject Line	Subject: Math 299s question
The Salutation: Start your email to your professor with a "Dear" or "Hello"...	Hello Dr. Brandy,
Provide Context: Some professors have hundreds of students and may need some context to be able to place you and answer your question	I am a student in your Math 299s course.
Request: Super polite restatement of your request	I have a question about ...
Sign Off	Thank you, Your Name. student@cwu.edu

  Other email notes:
  - **Send it from your university email address.**
  - **Be aware of titles**: Do not use Mrs. or Ms. if they are Dr.
  - **Spell it correctly.** Check this as you are typing the email address. Does the email spelling match the salutation spelling? If there's a hyphen in it, use both names and the hyphen.
  - **Do NOT use slang, abbreviations, or emoticons.**
  - When is it safe to send a follow-up reminder? You have to gauge this based on how quickly the professor usually respond to things and how dire your need for a response truly is. If it can wait a week, let it wait a week (or until you see them in person). If you can't wait you can resend the request the next day with an added note, *"Just following up on my previous email"* added to the forwarded email heading.

  Here are some additional recommendations: `https://www.wikihow.com/Email-a-Professor`

Expectation for your work in 299s:

- **All work must be written in clear handwriting or typed.**
  If your instructors cannot read your work, they cannot provide you feedback.

- **Put your name on your work, especially any submitted computer files.**
  So instead of receiving 20 Project1.pdf I'll receive name_project1.pdf
  For example, I would upload wiegers.project1.pdf instead of project1.pdf

- **Look for alternate ways of solving the same problem**: In this class it is not enough to just get the answer. I want you to develop a deeper understanding of mathematical ideas so you can be a more versatile problem solver. People who can work flexibly, who can see more than one way to solve a problem, and who can make judgments about what might be best for a particular situation, have an advantage in almost every field from engineering to law, journalism and dance. You may have learned how to solve a problem one-way from your past instructors. If you can also master a different way of solving the same problems in this class, you will gain flexibility in your mathematical abilities.

- **Consistently submit work on time that meets the assignment format:** You will be asked to turn in something in each day and in order to receive full credit for an assignment, it MUST be completed and turned in by class time on the specified due date. This is so you can receive lots of feedback about your progress in the class and adjust your studying accordingly. To meet the learning objective of technical writing each of the assignments should communicate the fundamental ideas in clear, concise, descriptive English prose. In addition, you will be given many word counts for writing assignments over the course of the quarter. **Please consider these word counts as floors, not ceilings.** So if asked to reflect for 100 words you must write <u>at least</u> 100.

- **Late Projects:** In order to receive full credit for a project, it MUST be completed and turned in before the due date. Any assignment turned in late, but on or before the following class period will have the score reduced by 10% per course day that is late, up to 50%. So if it's due on Friday and turned in on Monday the student will be eligible for 90% full credit, continuing to reduce to 50% credit by the following Monday. Any assignment turned in after this 1-week late date will not be graded and no credit will be given for it. I do this to encourage you to do the assignments on time as **previous students who got behind in this course have struggled to ever catch-up. If you have a life situation that happens please contact me as early as possible to discuss pathway for completing work and having course success**.

- **Be smart in your collaboration**: You are encouraged to talk to classmates about your assignments and other problems from classwork but you must complete all individual assignments by yourself. If you do talk with others please indicate who your group members were on your assignment. Specifically, please be reminded that the Washington State Legislature defines Academic Dishonesty, `http://app.leg.wa.gov/WAC/default.aspx?cite=106-120-027`

Course Requirements and Grading Standards

Your final course grade will balance the five assessments described below.
Additional details for all these categories including grading rubrics will be available via Canvas.

I. Class Participation and Other Assignments:
In addition to virtual attendance and daily math journal at least one form of work (worksheet, pre-class reading discussions, etc) will be collected for 10 points per assignment. Canvas will have the schedule of assigned work, you should check the assignment posting online daily. Keep in mind that not doing handouts during class (sleeping, Facebook, texting) or leaving as soon as they are given will result in point loss. Late or incomplete worksheets will be accepted for only partial credit (5 points). The lowest 5 assignment scores in this category will be dropped to allow for unplanned life events.
Question: What constitutes "incomplete"? You need to have attempted every problem on the worksheet for full credit. If you get stuck, you can bring assignments to class with some problems unfinished, but you need to add questions and notes about what made you stuck.
Question: What if I have to miss class? Students are expected to communicate to faculty via email and as soon as possible if they are not able to attend class to find a solution that supports the long term goal of the course. Without communication you will miss the points for attendance if you do not attend class. Note that you should always check Canvas for the missed work from that day to be prepared for the next day.

II. Regular (weekly) Problem Write-up: Many days the class will start with a new mathematical problem. We will review these weekly problems and pick one to type up a problem summary. You will write about the problem, your attempts, and the solution. More details are on Canvas.

III. Group Projects: Multiple group projects will be assigned for work throughout the quarter to support your understanding of the topics discussed in class. Students who do not support their group in completion of the projects will not receive full credit.

IV. Five-year Professional Plan Packet: You will prepare an application packet including CV, cover letter, and application essay for a current activity or scholarship to support your five year plan. These professional opportunities that will extend your experience in the math major outside of the classroom.

V. Final Project: Due Wednesday December 8, 2021 at Noon.
You will write a paper presenting a topic of mathematics at or above the calculus level. You should include background information about the mathematics so that another undergraduate reader can follow the paper. You should check whether your topic is appropriate with the instructor prior to writing the paper. You will also prepare a presentation summarizing what you learned while researching the paper. Additional details will be provided in the class and Canvas.
Note: You must be present at the final presentations. Add it to your calendar now.

Final Course Grade Your final course grade will balance the five assessments described above.

Assessment Category	I. Participation & Assignments	II. Problem Write-ups	III. Group Projects	IV. Five-year Professional Plan Packet	V. Final Project
% of final grade	20%	20%	20%	20%	20%

The following table reflects the planned letter grade for the course structure:

Total	100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-67*	66-63	62-60	59-0
Grade	A	A-	B+	B	B-	C+	C	D+	D	D-	F

***Note that a C- grade does not count as a credited grade in the Math department so it does exist for the 2021 Math 299s Course.**

University Policies

Counseling Services: Students are reminded that they have access to medical and counseling support through the CWU Student Medical and Counseling Clinic, `https://www.cwu.edu/medical-counseling/`. If you have concerns that you might be experiencing symptoms of anxiety or other mental health concerns it might be helpful to talk with a counselor, call the Counseling Clinic (509-963-1391).

Support Services/ Accommodations: Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, discuss your concerns with me. Students with disabilities should contact Disability Services to discuss a range of options to removing barriers, including accommodations. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email `ds@cwu.edu` for more information. Also, please let me know if you need me to accommodate for a disability in anyway, I am glad to do so!

Sexual Misconduct: Central Washington University is committed to providing all community members with a learning and work environment that is free from sexual harassment and assault. Students have options for getting help if they have experienced sexual assault, relationship violence, and sexual harassment, or stalking. Information can be found at `http://www.cwu.edu/wecare` and in CWUP 2-35-050: Sexual Harassment.

Note: As a CWU employee I am a designated "responsible employee." This means that when disclosures of sexual violence (including domestic violence, stalking, harassment, and sexual assault/sexual misconduct or rape) are made to me, I am required to complete a report to our Title IX Coordinator. Our university has multiple options for students to provide disclosures and seek resources confidentially, where no Title IX report is required. Learn more by visiting `https://www.cwu.edu/wecare/reporting-sexual-violence`.

Religious Holidays: In compliance with RCW 28B.137.010, Central Washington University makes every effort to deal reasonably and fairly with students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Students must present written notice to their instructor within the first two weeks of class listing the specific dates on which accommodations are required. Contact the Dean of Student Success at (509) 963-1515 for further information or questions.

Expectations for Student Conduct: Students in this class are expected to interact with students and the professor professionally. Instances of disruptive conduct, obstructive conduct, or harassment (see Washington Administrative Code 106-125-020) will be referred to the Dean of Student Success.

Incompletes: The College Policy on Incompletes states that Incompletes are used when the student was not able to complete the course by the end of the term, but has satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it. In this course, students who have not completed substantial coursework should not assume that they will be given an incomplete at the end of the semester. If you have concerns about this you should talk to the course instructor and your academic advisor.

Summary of Important Dates: See `https://www.cwu.edu/registrar/academic-calendar` to verify any dates

Sept 28	Change of Schedule Period Ends (Add/Drop classes) *(Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed).*
Sept 28	Deadline to declare audit & credit/no credit grading.
Nov 8	Uncontested withdrawal period deadline
Nov 11	Veteran's Day, No class will be held.
Nov 24-26	Thanksgiving, No class will be held.
Dec 3	Withdrawal from classes or university. *Not permitted except for "serious and compelling reasons."*

Syllabus Changes: I reserve the right to change the policies contained in this syllabus as dictated.

Professionalism Expectations

As a member of a peer learning community, a high degree of professionalism is necessary. I measure professionalism based on several aspects including your academic integrity and your support of the inclusion and diversity policies of CWU.

Please be aware of the following expectations.

Academic Integrity: While completing this course you must follow the CWU Student Code of Conduct, which is defined by Washington State, including university policies (CWUP 5-90- 040(22), CWUR 2-90-040(22), and WAC 106-125-020) which address student conduct, cheating, plagiarism, and other academic expectations. Please be reminded that the Washington State Legislature defines Academic Dishonesty in all its forms including, but not limited to the following: Cheating on tests. Copying from another student?s test paper. Using materials during a test not authorized by the person giving the test. Collaboration with any other person during a test without authority. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test. Bribing any other person to obtain an unadministered test or information about an unadministered test. Substitution for another student or permitting any other person to substitute for oneself to take a test. "Plagiarism" which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit. **If there is any break in academic integrity CWU's policies and recommendations for academic misconduct will be followed, leading to disciplinary action up to and including failing the course.**

Inclusion and Diversity: CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events.

As a student in this course, you are expected to behave in a respectful manner in which you treat your professors, fellow students, and other people affiliated with your work at CWU with respect, regardless of their identity (including gender, race and color, religion and creed, national origin, sexual orientation, gender identify and gender expression, disability and use of assistive devices or a service animal, and veteran or military status). In turn, I strive to create a learning environment for my students that supports a diversity of thoughts, perspectives and experiences, and honors your identities. Thus ...

- If you have a name and/or set of pronouns that differ from those that appear in your official CWU records, please let me know!
- If you feel like your performance in the class is being impacted by your experiences outside of class, please don?t hesitate to come and talk with me. I want to be a resource for you. Remember that you can also submit anonymous feedback (which will lead to me making a general announcement to the class, if necessary to address your concerns). If you prefer to speak with someone outside of the course, the Chair of the Mathematics Department is an excellent resource.
- I (like many people) am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about it. (Again, anonymous feedback is always an option.)
- As a participant in course discussions, you should also strive to honor the diversity of your classmates.

`https://www.k12.wa.us/policy-funding/equity-and-civil-rights/civil-rights-laws-and-regulation`