

MTT 300: Learning Assistant in Mathematics Education

Basic Course Information

A student enrolled in this course serves as a Learning Assistant in a single course under the supervision of a professor. Learning Assistants gain experience in teaching through supervised activities such as assisting students with classroom activities, holding office hours, leading discussions, and holding review sessions. Learning Assistants meet with the supervising professor regularly to discuss course content, pedagogy, and performance. Learning Assistants are assessed based on their work in and out of the classroom and on a final, reflective paper in which they discuss their experiences in this role.

Learning Assistants enroll for 0.5 course units and will spend approximately 100 hours over the semester engaged in course activities (class meetings, meeting with the supervising professor, office hours, review sessions, etc.), plus additional time needed for preparation.

Learning Assistant Criteria

1. The student must have taken at TCNJ at least four course units in math.
2. If the student took the course at TCNJ, then the student must have at least an A- in the course they wish to be an intern.
3. A student must have at least a 3.0 Math GPA
4. A student can take a maximum of one course unit of MTT 3XX.

Exceptions to the above can be made at the discretion of the chair or Math Ed Coordinator.

I. Learning Goals

- a. The student applies and tests academic knowledge learned in the classroom to teaching.
- b. The student advances knowledge of the qualifications and duties for teaching, and can explore their interest in a career in that field.
- c. The student gains an understanding of the skills and knowledge required for success in teaching.
- d. The student develops his/her ability to write a paper about mathematics education and its practice.
- e. The student will enhance their communication skills in mathematics.

The major learning goals for the practicum are the skills that the Learning Assistants will develop in teaching mathematics in a variety of contexts. These students will be challenged to guide groups through group work, lead discussions, facilitate classroom activities, and hold office hours and review sessions. They will be prepared for these undertakings by regular meetings with and feedback from a supervising professor.

There will be some variation based on the course in which a student is participating as a Learning Assistant, but all students should master the concepts and content associated with their

course, engage with the literature, improve their communication skills, and gain experience that prepare them for post-TCNJ endeavors.

II. Student Assessment

Faculty will assess Learning Assistants based on their success in the activities below as appropriate for each host course.

Preparation for class:

- Reviewing course content, in-class activities, and readings in preparation for meeting with students
- Meeting with the professor before class meetings in order to discuss participation in upcoming activities, identify potential learning challenges, etc.

Participation:

- Assisting with preparation of classroom activities
- Assisting students with working in the classroom
- Conducting and/or analyzing student surveys
- Suggesting changes to the course, such as proposing new assignments, class activities, etc.
- Reading scholarly literature about how people learn and discussing with professor
- Providing feedback to students on work submitted.

Reflecting and improving:

- Regular reflection on participation as a Learning Assistant
- Engaging in thoughtful discussion about participation and progress with the professor
- Undertaking efforts to improve performance as a Learning Assistant
- Completing a final reflective paper.

III. Learning Activities

The major learning activity of the course is the enhancement of teaching skills by the Learning Assistants – the ability to guide students through understanding concepts, the ability to facilitate a good discussion, the ability to describe an unintuitive concept in an understandable way during a review session.

MTT 3XX: Learning Assistant in Mathematics
Fall 2019

Instructor: Dr. Rachel Snider
Science Complex P204
Phone: (609) 771-2099
sniderr@tcnj.edu

Office Hours: Tuesday 5:00 – 6:30, Friday 12:30 – 2:00, and by appointment. All scheduled office hours are in P221.

Course Description

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Learning Assistant for MAT 105

In this course, you will gain experience teaching mathematics through assisting me in MAT 105. You may help with classroom activities, facilitate group work, provide feedback to students, hold weekly office hours to review course content, and hold review sessions prior to each exam. Your role is to support students' learning in addition to the instruction already being provided by the

professor. You will not be asked to teach without the professor present and will not be responsible for grading or assessing students in the course.

Course units: 0.5

Prerequisites: Permission of the instructor and permission of the chair

Learning Goals

In addition to gaining a deeper and more nuanced understanding of the course content through your role as a Learning Assistant, you will enhance your skills in teaching, facilitating group work, and explaining mathematical ideas.

Course Expectations

We will meet weekly at an agreed upon time to discuss upcoming class meetings, your experiences in the course, a pedagogical concept you want to focus on, and other matters.

Learning Assistants enrolled for 0.5 course units will spend approximately 100 hours over the course of the semester as follows:

Attend class	45 hours (3 hours per week)
Hold weekly office hours	30 hours (2 hours per week)
Hold exam review sessions	10 hours
Attend weekly meetings with me	10 hours (30 – 60 minutes per week)
Time to write a final reflective paper	5 hours

Assessment

You will receive regular feedback on your performance in and out of the classroom as well as written feedback on your final paper. You will receive a final course grade reflective of your overall performance.

Final Paper

Learning Assistants enrolled for 0.5 course units will write a final paper reflecting on their experience in the course and what they have learned from it.

Selected TCNJ Policies

Attendance: Students are expected to check the college calendar, and plan their course schedules and vacations so as to enroll only in those classes that they can expect to attend on a regular basis. Students are expected to participate in each of their courses through regular attendance at lecture and laboratory sessions, complete assignments as scheduled, and to avoid outside conflicts. It is further expected that every student will be present, on time, and prepared to participate when scheduled class sessions begin. In all circumstances, it remains the student's responsibility to initiate discussion about absence and arrangements for making up any missed work with each instructor.

TCNJ's attendance policy is available here: <http://policies.tcnj.edu/policies/digest.php?docId=9134>

Academic Integrity Policy: *Academic dishonesty is any attempt by the student to gain academic advantage through dishonest means, to submit, as his or her own, work which has not been done by him/her or to give improper aid to another student in the completion of an assignment. Such dishonesty would include, but is not limited to: submitting as his/her own a project, paper, report, test, or speech copied from, partially copied, or paraphrased from the work of another (whether the source is printed, under copyright, or in manuscript form). Credit must be given for words quoted or paraphrased. The rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral.*

TCNJ's academic integrity policy is available here: <http://www.tcnj.edu/~academic/policy/integrity.html>

***Americans with Disabilities Act (ADA) Policy:* Any student who has a documented disability and is in need of academic accommodations should notify the professor of this course and contact the Office of Differing Abilities Services (609-771-2571). Accommodations are individualized and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992.**

TCNJ's Americans with Disabilities Act (ADA) Policy is available here:

<http://www.tcnj.edu/~affirm/ada.html>

Policy Prohibiting Discrimination in the Workplace/Educational Environment: The College of New Jersey Policy Prohibiting Discrimination in the Workplace/Educational Environment governs the college's commitment to and expectations of having an environment that respects the diversity of all members of the campus community. The link to this policy is:

<http://policies.tcnj.edu/policies/digest.php?docId=9122>. Under this policy, forms of discrimination or harassment based upon specific protected categories are prohibited and will not be tolerated. If you wish to report a concern, please contact Kerri Thompson Tillett, Chief Diversity Officer, at 771-3139, or via email at thompsok@tcnj.edu.

Power-Based Personal Violence: The College of New Jersey takes pride in being a welcoming and safe community. It's on us to prevent power-based personal violence (sexual assault, domestic/dating violence, and stalking) by safely intervening when we notice harmful situations. These situations may include but are not limited to: a friend using demeaning or abusive language, a classmate engaging in controlling or abusive behavior toward someone else, or anyone not seeking effective consent from a person before sexual activity (including times when their ability to consent is impacted by alcohol and/or other drugs).

Everyone's experience with power-based personal violence is unique. If you, or someone you know, has been impacted by power-based personal violence, TCNJ offers many resources. Tuning into what you want or need may help determine which resources, if any, you choose to pursue. Anti-Violence Initiatives (AVI) is a confidential resource that can assist you in identifying your needs and help you understand the options available.

You can schedule a confidential appointment with AVI by contacting Michelle Lambing, Assistant Director of AVI, at 609-771-2272 or by emailing michelle.lambing@tcnj.edu. You can also request an appointment online through the Online Wellness Link: <https://tcnj.medicatconnect.com/>.