

Self-Paced Lab Model for Math Courses

AMATYC Conference
November, 2010
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Mission Statement

St. Louis Community College expands minds and changes lives every day.

We create accessible, dynamic learning environments focused on the needs of our diverse communities.



South County Education and University Center



Florissant Valley campus



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About the College

- Largest community college system in Missouri
- Ranks among the nation's top 25 associate degree-producing institutions
- District encompasses 718 square miles, including St. Louis City and County and portions of Franklin and Jefferson counties




STLECC is one of the nation's top associate degree-producing institutions.





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About the College

- Four campuses at Florissant Valley, Forest Park, Meramec and Wildwood
- Three education centers in St. Louis County, north St. Louis City and downtown St. Louis
- Numerous satellite locations in area business, industrial, neighborhood and educational sites
- Administrative Center, 300 South Broadway
- 3,823 full- and part-time employees




Florissant Valley's Emerson Center for Engineering and Manufacturing




Wildwood campus




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Enrollment Profile (Fall 2010)

- 29,128 students enrolled in credit courses
- Median Age: 24/Average Age: 28
- 61% Female
- Race and culture
 - Caucasian = 15,549 (53%)
 - African-American = 10,210 (35%)
 - Asian = 897 (3%)
 - Hispanic/Latino = 749 (3%)
 - Multiracial/Other Ethnicity = 735 (3%)
 - Unknown = 988 (3%)
 - Represent 121 countries and 42 different languages (top 5 are Spanish, Arabic, Russian, Bosnian, and African dialects)



STLCC has a diverse student population.




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College Finances – 2010-11

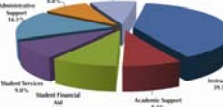
- \$208.9 Million Budget
- \$164.5 Million Operating Budget
- Revenue Sources
 - State Aid
 - Property Taxes
 - Student Tuition/Fees
- Tax rate 21.79 cents per \$100 assessed value

Revenue Assumptions Projected 2010-2011




Source	Percentage
State Aid	36.1%
Local Fees	36.1%
Maintenance Fees	24.0%
Other Income	2.8%

Expenditure Assumptions Projected 2010-2011



Category	Percentage
Instruction	39.1%
Academic Support	22.2%
Administration	13.1%
Student Financial Aid	8.2%
Plant and Equipment	8.0%
Student Services	5.8%
Other	3.2%



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Wildwood

- Missouri's first "green" college campus
- LEED gold certified by the U.S. Green Building Council
- Received design awards from the American Society of Heating, Refrigeration and Air-Conditioning Engineers, *American School & University Magazine*, *Learning by Design*, and *St. Louis Construction News and Real Estate*

Enrollment Profile

- 1,530 students are enrolled in credit programs
- Median Age: 22/Average Age: 26
- 57% Female
- Race and Culture
 - Caucasian students = 1,313 (86%)
 - African-American students = 51 (3%)
 - Hispanic/Latino students = 51 (3%)



The commons is a popular place to study at Wildwood.



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What is the Self-Paced Lab Format?

- Students **attend class** an equal number of hours as a traditional lecture student
- While in class, students choose how to spend their time.
- The **Work Components** include :
 - ✓ Lecture Video & Notes
 - ✓ Homework
 - ✓ Quizzes & Handouts
 - ✓ Tests
- **Test due dates** keep students at a minimum pace, but students may choose to work at a faster pace.



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Why Self Paced Lab Format

- Student **Success**
- Student **Self-efficacy**
- **Flexibility**
- Motivates students to **do more work**
- **Individualized Assistance** from an instructor and an assistant



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Grade Components

- **Notebook** *(includes lecture notes)*
- **Homework**
- **Handouts** *(graded for accuracy; reworked)*
- **Online Quizzes**
- **Tests** *(Practice Test & Rework)*



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Student Comments...

What do you like about the Self Paced Lab Class format?

- ☆ "I like that I can **work ahead** when I have time"
- ☆ "I work at my own pace and I **don't feel bored** at all."
- ☆ "I like it because it is organized."
- ☆ "No boring lectures, and you can **learn how you want** but you can still **ask questions** when you need help."
- ☆ "Going back and reviewing previous assignments for clarification."
- ☆ "It's easy to make up missed assignments and classes."
- ☆ "Being able to watch the videos often."



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Student Comments...

What about the Self Paced Lab Class Format has helped you succeed?

- ☆ "The ability to watch the lecture videos more than once."
- ☆ "The great teachers who help out on any trouble I have."
- ☆ "Having the lecture notes and self-correcting Homework."
- ☆ "All of the opportunities to work extra problems."
- ☆ "I am learning to be organized."
- ☆ "I don't have to waste time on the things I already knew."



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2010 Spring Math 140 Self-Paced Lab

Week	Monday	Tuesday	Wednesday	Thursday	Friday	This Week's Sections (due Friday)
1	1/18 No classes	1/19	1/20 Handout #1 due	1/21	1/22 Quizzes #1 & #2 due	5.1 , 5.2 , 5.3 , 5.4
2	1/25	1/26	1/27 Handout #2 due	1/28	1/29 Quizzes #3 & #4 due	5.5 , 5.6 , 6.1 , 6.2, 6.3
3	2/1	2/2	2/3 Handout #3 due	2/4	2/5 Quizzes #5 & #6 due	6.4, 6.5 , 6.6, 6.7
4	2/8 Test 1 (ch 5 & 6)	2/9	2/10 Handout #4 due	2/11	2/12 Quizzes #7 & #8 due	4.1, 4.2, 4.3
5	2/15 No classes	2/16	2/17 Handout #5 due	2/18	2/19 Quizzes #9 & #10 due	4.5, 7.1, 7.2
6	2/22	2/23	2/24 Handout #6 due	2/25	2/26 Quizzes #11 & #12 due	7.3, 7.4, 7.5
7	3/1	3/2	3/3 Handout #7 due	3/4	3/5 Quizzes #13 & #14 due	7.6. 7.7, 8.1
8	3/8 Test 2 (ch 4, 7, & 8)	3/9	3/10 Handout #8 due	3/11	3/12 Mid Semester Check-up due	9.1, 9.2
	3/15 Spring Break	3/16 Spring Break	3/17 Spring Break	3/18 Spring Break	3/19 Spring Break	
9	3/22	3/23	3/24 Handout #9 due	3/25	3/26 Quizzes #15 & #16 due	9.3, 9.4, 10.1
10	3/29	3/30	3/31 Handout#10 due	4/1	4/2 Quizzes #17 & #18 due	10.2, 10.3, 10.4
11	4/5	4/6	4/7 Handout#11 due	4/8	4/9 Quizzes #19 & #20 due	10.5, 10.6, 10.7
12	4/12 Test 3 (ch 9 & 10)	4/13	4/14 Handout#12 due	4/15	4/16 Quizzes #21 & #22 due	11.1, 11.2
13	4/19	4/20	4/21 Handout#13 due	4/22	4/23 Quizzes #23 & #24 due	11.3 , 11.5, 13.1
14	4/26	4/27	4/28 Test 4 (ch 11 & 13)	4/29	4/30 Quizzes #25 & #26 due	Review
15	5/3	5/4	5/5 Retake an Exam	5/6	5/7 Quizzes #27 & #28 due	Review
16	5/10 Last scheduled class	5/11	5/12	5/13	5/14 Mon/Wed Class Final Exam 10:30-12:20	

VIII. Graded Activities:

Notebook, Tests, Test Analysis & Re-works, Handouts, Homework, Online Quizzes

A. Math 140 Notebook:

Notebook

1. You need a hard-cover, 3-ring binder (Minimum of 2 Inches!) that is dedicated fully to math. Your binder needs a front pocket OR a folder with an open pocket inserted in the front of the binder.
2. You need five dividers labeled correctly (1Lecture Notes, 2Homework Log, 3Quizzes, 4Handouts, 5Exams)
3. The Pink Grade Sheet must be in the front cover of your notebook.
4. Your name and number must appear clearly on the Outside, Front cover of your notebook.

Notebook Organization

Your notebook must contain the following sections. The sections must be divided with dividers of some sort. The dividers must be labeled with the correct section name. (If you do not wish to purchase new materials, I want to suggest that you recycle old manila folders or pocket folders—see me for some examples.) The **Notebook Grade Sheet** should be in the front of your binder's Front Pocket or on the top in the 3-rings.

- ☆ Syllabus and Other Course Documents (This is in the front, so a divider is not necessary.)
- ☆ Lecture Notes
- ☆ Homework Log
- ☆ Quizzes
- ☆ Handouts
- ☆ Exams

Lecture Notes

1. You are responsible for filling in all the lecture notes.
2. You are responsible for viewing all lecture videos.

Homework Log

Completing assigned problems, and sometimes reworking missed problems, is essential to your math education.

Here are some important guidelines for homework logs:

1. Start each new section of Homework on a new page. Write the section number and today's date in the top RIGHT corner.
2. Write the problem and show all your work. (***You do not need to write out a word problem, but you should write the equation you are using to solve it.***)
3. Do not be afraid to put a neat "X" over a mistake—neatness does not mean that you must erase all mistakes. ***If you answer a problem incorrectly 3 times and get a new problem, do not erase your original problem!***
4. Use a **red pen** to write a neat "?" in front of the problems that you are unsure of. This will allow you to know which problems you want to ask for help on during class or through e-mail. Either ask a math tutor for assistance with the problem or ask for assistance in class, but DON'T let the problems slip down into the cracks hoping that they will disappear! Take your education into your own hands and learn as much as you can while you can!
5. Complete all assignments before the deadline.

Quizzes

1. Start each new quiz on a new page. Write the quiz number, the attempt number, today's date, and your score in the top Right corner.
2. If you take the same quiz more than once, you can continue on the same page of paper.
3. Write the problem and show all your work.
4. Use a red pen to put an "X" on incorrect answers and to write the correct answer. This is to assist you in getting a similar problem correct the next time you see it.

Handouts

1. Handouts must be completed on standard size lose-leaf line paper. No odd-sized paper will be accepted. No paper with spiral "frizzies" will be accepted.
2. You must write your Name, Class #, Date, and Handout number clearly in the upper right corner of the Handout.
3. Write the problem (including a word problem), show your work neatly, and box the final answer.
4. You are responsible for re-working any problems you miss on the handout by the time the notebook is checked. Corrections/ Re-works must be done with red ink.

Exams

1. Include any review work you have completed for the exam.
2. Include each of your previous exams in this section.
3. Include the test re-work & test analysis sheet.

These items will assist you in preparing for the final exam!

Notebook Grade

Your class notebook will count towards 10% of your final grade. Notebooks will be checked during the second class session and during each test. If you are absent or do not have your notebook with you on the day that it is checked, you will not be able to make up the lost points. It is critical that you keep your notebook up to date and with you in class consistently.

When notebooks are graded, points will be based on completion, organization, and neatness. Please follow directions carefully and completely and do not hesitate to ask if you have questions.

B. Tests

Please honor the following agreements during tests:

- 1) **Do** show all your work on the answer sheet provided. Failure to show your work on the correct sheet will result in receiving no credit for correct answers.
- 2) **Do** turn your cell phone off before the test. Each time that your cell phone or pager sounds during an exam or quiz, 20% will be deducted from your score.
- 3) **Do not** answer or even open your cell phone during a test. This will result in a grade of zero on the test. If your phone does ring during a test, you may give the phone to your instructor to open and turn off, but if you open it yourself, you will receive a zero.
- 4) **Do not** look at or appear to look at another student's work.
- 5) **Do not** communicate with or appear to communicate with anyone other than the instructor.
- 6) **Do not** pass Calculators back and forth during an exam.
- 7) **Do not** use a graphing calculator, unapproved calculator, cell phone, pager, PDA or other similar device. The use of such items will result in a "zero" on the test.

Test Procedures

1. Seats will be assigned for tests. If you have a seating preference, please let me know before the test.
2. All bags and notebooks must be zipped closed and placed under the classroom projector screen. Your desk area must be cleared of all notebooks, papers, and electronics during a test. Your cell phone may not be in your pocket or on your desk during the test.
3. The use of any unapproved electronic device during a test will result in a “no-questions-asked” zero. Unapproved electronic devices include but are not limited to the following: Blackberry, Graphing Calculator, Cell Phone, IPOD, Computer.
4. If you have an unapproved electronic device in your pocket, on your lap, in your chair, or anywhere within your reach during an exam you will receive a “no-questions-asked” zero on the exam.
5. Please keep your hands on top of your desk at all times during a test.
6. All out-of-class testing must be arranged in advance.
7. You may take a test early.
8. Be sure to show your work on the test answer sheet, otherwise you will not receive credit for your answers.
9. After you take a test, you may schedule to retake the test one more time. The re-take might be a more difficult version of the test. To retake a test, you must do the following:
 - a. Complete the Test Analysis and Rework each problem you missed on the original test. Staple the rework to the test analysis sheet.
 - b. Complete the “Test Retake Assignment” with a score of 95% or better. You must show all work in the same way as the homework log. Work must be done on standard-size lose-leaf paper.

C. Test Analysis & Re-Works

With the exception of the Final Exam, all tests will be completed on the computer. You will be asked to show all your work on a test sheet, which may be graded for partial credit (if you have completed the homework to 70% or better). Before the next class period, you should re-work any problem that the computer counted incorrect. The Re-work should include showing all your work and demonstrating that you understand the problem you missed. Each problem should also state why you missed the problem when you took the test. You can review your test by going to the grade book. Click the blue “review” link next to the test you are attempting to see. You will be able to see the test problem, your answer, and the correct answer.

D. Handouts

You may work together or get outside help for handouts. You may also consult your book, use MML, or use a calculator. To receive credit, you must show work that justifies your answers. Handouts are graded for accuracy. Handouts will not be accepted late. However, you may turn it in using the Blackboard digital drop box, have a classmate turn it in, or drop it off in room 211 before class for full credit.

- ☆ Handouts must be completed on standard size lose-leaf line paper. No odd-sized paper will be accepted. No paper with spiral “frizzies” will be accepted.
- ☆ You must write your Name, Class #, Date, and Handout number clearly in the upper right corner of the Handout.
- ☆ Write the problem (including a word problem), show your work neatly, and box the final answer.
- ☆ You are responsible for re-working any problems you miss on the handout by the time the notebook is checked. Corrections/ Re-works must be done with red ink.

E. Homework

You will not receive credit for homework which you do not have documented in your homework log. The homework log includes the following:

- a. Write the problem and show all the work.
- b. Check to make sure your answer is correct.
- c. If you need to re-work the problem, you do not have to erase your work. It is OK to have a neat "X" over the wrong answer/ work.

It is recommended that you complete homework immediately after you have completed the lecture notes. Former students have commented that they did best when they completed the section homework before watching the next section's lecture videos.

F. Online Quizzes

Online quizzes are due Friday at 11pm. There is an online quiz grace period from Friday to Sunday evening. If you choose to work on a quiz during the grace period, you are choosing to work at your own risk. If you encounter a technical difficulty during the grace period, you will not receive an extension to complete the quiz after Friday 11pm.

You may take a quiz up to ____ times before the deadline, and only the best score will be counted. Please note that quizzes are timed. If you qualify for extended test-taking time, then you must notify my right away. You must show your work for online quizzes in your notebook, otherwise you will not receive credit for the quiz. Furthermore, you can use your notes from your first attempt at a quiz to assist you during a second attempt at the same quiz.

After you have made a first attempt at a quiz, you may request help from a tutor as you review your quiz's first attempt.

IX. Student Expectation

Because this math course is a **performance-based** course, most of your grade is based on performance criteria such as test, quizzes, and the final exam. Therefore, it is critical for you to understand the material at the level at which you will be tested. A growing body of research indicates that for most students, learning mathematics effectively is a combination of individual and group work. It is expected that you will spend from 6 to 9 hours per week for individual and group study **outside of class**. It is usually helpful to get together with a few peers for at least one study session each week to review each other's homework problems and to give practice questions to one another. Remember that many good mathematics problems are not solved on the first attempt. Spending some time in the Tutoring Center will really be helpful.

You must pass the final exam in order to pass the class. Regardless of your course grade before the final exam, if you do not pass the final exam, you will not receive a passing grade for the class.

Intermediate Algebra Graded Activities

Name	Due Date	Your Pts	Possible Pts	Grade Book Category
Homework 5.1-5.6	Feb 7, 8		60	Homework
Homework 6.1-6.7	Feb 8, 9		70	Homework
Online Quiz 1 & 2	Jan 22		20	Quiz
Online Quiz 3 & 4	Jan 29		20	Quiz
Online Quiz 5 & 6	Feb 5		20	Quiz
Class Handout #1	Jan 20, 21		10	Quiz
Class Handout #2	Jan 27, 28		10	Quiz
Class Handout #3	Feb 3, 4		10	Quiz
Notebook Check 1	Feb 8, 9		50	Notebook
Test 1	Feb 8, 9		100	Test
Test Rework/Analysis	Feb 10, 11		10	Homework
Homework 4.1-4.3, 4.5	March 8, 9		40	Homework
Homework 7.1-7.7	March 8, 9		70	Homework
Online Quiz 7 & 8	Feb 12		20	Quiz
Online Quiz 9 & 10	Feb 19		20	Quiz
Online Quiz 11 & 12	Feb 26		20	Quiz
Online Quiz 13 & 14	March 5		20	Quiz
Class Handout #4	Feb 10, 11		10	Quiz
Class Handout #5	Feb 17, 18		10	Quiz
Class Handout #6	Feb 24, 25		10	Quiz
Class Handout #7	March 3, 4		10	Quiz
Notebook Check 2	March 8, 9		50	Notebook
Test 2	March 8, 9		100	Test
Test Rework/Analysis	March 10, 11		10	Homework

Name	Due Date	Your Pts	Possible Pts	Grade Book Category
Homework 8.1, 9.1-9.4	April 11, 12		50	Homework
Homework 10.1-10.7	April 11, 12		70	Homework
Mid-Sem Check UP	March 12		10	Quiz
Online Quiz 15 & 16	March 26		20	Quiz
Online Quiz 17 & 18	April 2		20	Quiz
Online Quiz 19 & 20	April 9		20	Quiz
Class Handout #8	March 10, 11		10	Quiz
Class Handout #9	March 24, 25		10	Quiz
Class Handout #10	March 31, Ap1		10	Quiz
Class Handout #11	April 7, 8		10	Quiz
Notebook Check 3	April 12, 13		50	Notebook
Test 3	April 12, 13		100	Test
Test Rework/Analysis	April 14, 15		10	Homework
Homework 11.1-11.3, 11.5, 13.1	April 27, 28		50	Homework
Online Quiz 21 & 22	April 16		20	Quiz
Online Quiz 23 & 24	April 23		20	Quiz
Online Quiz 25 & 26	April 30		20	Quiz
Online Quiz 27 & 28	May 7		20	Quiz
Class Handout #12	April 14, 15		10	Quiz
Class Handout #13	April 21, 22		10	Quiz
Notebook Check 4	April 26, 27		50	Notebook
Test 4	April 26, 27		100	Test
Test Rework/Analysis	Feb 10, 11		10	Homework
Re-Take an Exam	April 4, 5			Test
Final Exam			200	Test
Final Notebook Check			200	Notebook

Some things to keep in mind:

1. It is important that you understand that your grade is **category weighted**. This means that 10 homework points are not the same as 10 quiz points, and 10 quiz points are not the same as 10 exam points.

2. Regarding Due Dates:

Handouts will not be accepted late for any reason. You are welcome to turn in your handout using the Blackboard digital drop box. However, emailed, faxed, and late handouts will not be accepted. Handouts are due at the beginning of class on Monday or Tuesday.

Online Quizzes will not be accepted late unless you apply a “make up pass” to the quiz. Quizzes are due on Friday at 11pm. However, there is a grace period that extends up to Sunday 11:59pm. If you choose to work on a quiz during the grace period and have a technical difficulty, you will not receive a due date extension to complete the quiz.

Tests are scheduled in advance. If you would like to schedule your test early, you may do so. If you are using “out of class” testing through the Access office, you must make the arrangement in advance. If you are unable to take a test on the scheduled date due to illness, an emergency, or a lack of preparation, you may schedule to take a Make-Up test. The Make-up test will be a more difficult version of the test given at the regularly scheduled time. To qualify for a make-up test, you must contact your instructor within 24 hours of the scheduled missed exam to explain your circumstance. If you do not make this arrangement in advance, you will receive a Zero for the test.

Homework grades can continue to improve throughout the semester. You may continue to work to improve previous homework assignments at any time up until the date of Exam 4. However, you will not receive the full points for the Notebook if your homework is not completed by the date of the notebook check.

Notebooks will be graded during each exam, including the final exam. If your notebook is not available, you may submit your notebook to be graded within one week of the due date for a deduction of 10% of the notebook grade.

To be placed in the Front Pocket (or front of a folder pocket)

Math 140 Notebook Grade Sheet

Name _____ # _____ Class _____

Date	Lecture Notes	Homework Log	Quiz & Handouts	Exams	Organization	Grade & Comments
Initial Notebook Check						
Exam 1	/ 25 pts	/10 pts	/5 pts		/ 10 pts	/ 50 <i>Note: Lecture Notes are the most significant portion of this grade. Points are lost for each page that is not 100% complete.</i>
Exam 2	/ 30 pts	/5 pts	/5 pts	/ 5 pts	/ 5 pts	/ 50 <i>Note: The HW Log grade here is for following the HW Log guidelines and HW completion. There is an additional HW Log grade separate from the NB grade.</i>
Exam 3	/ 30 pts	/5 pts	/5 pts	/ 5 pts	/ 5 pts	/ 50
Exam 4	/ 30 pts	/5 pts	/5 pts	/ 5 pts	/ 5 pts	/ 50
Exam 5	/ 30 pts	/5 pts	/5 pts	/ 5 pts	/ 5 pts	/ 50
Final Check 50%	/ 20 pts	/10 pts	/15 pts	/ 5 pts		/ 50 <i>Note: HO/Q grade is higher here to encourage students to follow through on correcting HOs and Qs. The NB is somewhat like a "portfolio" by the end of the semester.</i>