

# Math 5370–001, Fall 2017:

## Problem Solving Concepts in K–8 Mathematics

Tuesdays 5:00–8:00 PM, PKH 311, UTA

*Instructor:* Dr. Christopher Kribs

*Office:* 483 Pickard Hall, UTA campus

*Phone:* (817)272-5513, fax 272-5802

*Email:* [kribs@mathed.uta.edu](mailto:kribs@mathed.uta.edu), *web:* [mathed.uta.edu](http://mathed.uta.edu)

*Profile:* [mentis.uta.edu/explore/profile/christopher-kribs](http://mentis.uta.edu/explore/profile/christopher-kribs)

*Office Hours:* before/after class, Tue. 4 PM & by appt.

*Prerequisites:* Graduate standing and consent of instructor

*Text:* Frank K. Lester, Jr. (ed.) (2003). *Teaching mathematics through problem solving: prekindergarten–grade 6*. Reston, VA: NCTM. [referred to in calendar as **TMPS**]

(Supplementary materials will be provided in class or on the course web page.)

*Course home page:* <http://mathed.uta.edu/kribs/5370.html>

*Last day for withdrawal:* November 1

**LEARNING OUTCOMES:** Students who complete this course will be able to:

- *apply a broad range of problem solving techniques*, as well as know how and when to apply them
- *explain the roles of problem solving and disposition* in the learning of mathematics
- *explain the nature of problem solving* as an instructional strategy, a curricular goal, and more process than product
- *explain the roles of technology and of conjecture & proof* in problem solving
- *describe and communicate* mathematical ideas
- *understand and analyze* the mathematical thinking of others (especially students)
- *develop all of the above in K–8 students*, i.e., to help them become mathematical problem solvers as well
- *unpack, modify and develop rich mathematical problems*
- *assess problem solving performance*

**FORMAT:** This course will study problem solving in several ways: through work on challenging mathematical problems to develop our own problem solving abilities (and communicating the results, to develop our expository abilities); discussing what research has discovered about the development of problem solving abilities at the K–8 levels; examining specific instances of K–8 students' attempts to solve problems, through both case studies and our own classroom practice; considering in detail how the features of mathematical problems affect the ways they can be approached, and how to modify problems to provide rich problem-solving opportunities for our students; and studying how the problem-solving process forms the core of mathematics pedagogy.

Before class each week you will read a single research paper (or part of one) and a case study from K–8 mathematics, and make notes on them in preparation for class discussions. You will also often work on mathematics problems outside of class, to facilitate their discussion in class (especially important if you often do not complete them in class before we discuss them in large group). We typically begin class by working on new mathematics problems and discussing their solutions, in both small and large groups. We follow this up by discussing the assigned readings, as well as other topics related to problem solving. We typically end class with time for reflection on how the topics we have discussed apply to our own classrooms. During class discussions we will often refer back to work we have done earlier in the course, so please bring your notes and papers from previous sessions to class.

## POLICIES:

- Students who are not classroom teachers will need to make arrangements to interact with K–8 students for many of the assignments (those starred \* on the calendar).
- Students are expected to be on time, prepared and ready to work every week. This class meets every Tuesday from 5:00 PM to 8:00 PM from August 29 to December 12. Each student is allowed the equivalent of one week’s absence (3 total hours) for any reason without penalty. All subsequent absences (including arriving significantly late) will reduce the final course grade by one-half letter grade (5%) for each absence (even if you tell me ahead of time). *Students who miss an entire class must talk with the instructor prior to the next class.*
- With the exception of diagrams and examples of student work, written assignments are expected to be typed and use correct grammar and punctuation. No cover pages necessary.
- Each student is allowed one late submission during the semester. The paper must be submitted before the beginning of the class period following that in which it was due. Papers not submitted by the end of class time on the due date are considered late. Submission of a late paper constitutes the student’s agreement that this is the one allowed late assignment.
- Each student is allowed one electronic submission (in PDF) during the semester. Electronic submissions must be complete, including any ancillary materials such as student work necessary for grading. (If the electronic submission is late, then it is both the only late paper allowed and the only electronic submission allowed.) This does not include drafts sent for consultation.
- Each student is allowed to submit one revised paper for a regrade, under the following terms: The revised paper and the graded original must be turned in together at Session 15. The new grade replaces the original. Students should consult with the instructor before submitting a revised paper.
- As a sign of respect for your peers and our common work, please keep all cellular phones, computers, and other electronic devices turned off during class. In emergencies cell phones may be set to vibrate only, and brief calls taken in the hallway outside.
- This course follows University policies on topics such as drops, withdrawals, academic integrity, accommodating disabilities, etc. Please see the attached supplement for further details.

**GRADES:** Your grade for the course will be determined by five elements, each of which has equal weight: (1) journal entries and participation, (2) a written student interview, (3) a short case study, (4) a paper detailing your own mathematical work, and (5) a lesson involving a problem you modify to provide problem solving opportunities for your students. All of these are detailed below.

## Assignments

### 1. Journal and participation

On days in which there is not a major assignment due, you will write a short (about one page) reflection in response to a prompt given below. Many of the prompts are also given in the DMI handouts distributed in class. Some involve “action research” reports in which you will write about your own students’ mathematical work. You will often use and discuss your responses in class, within your small groups and in large group. These reflections are to be turned in at the end of class; I will respond to them in writing and return them at our next class meeting. Grading will be limited to verifying that responses are appropriate in topic and scope (length).

Your journal entries will serve to document your preparation for class each day (and your growth over time); this component of your grade will be based half on your journal (entries should be complete each day before class) and half on your participation in class discussions (I expect participation in large-group discussion at least ten of the fifteen times we will meet, and professional behavior throughout).

- J1 *What is problem solving?* What did the term “problem solving” mean to you a year ago? What are the key issues that you see entailed in this topic? Be as specific as you can.
- J2 *Mini-interview.* Interview a single student about her/his knowledge of problem solving techniques (or, alternatively, her/his awareness of different ways to solve a single specific problem recently solved in class). Use age-appropriate terms. This assignment should serve as a dry run for the student interview assignment, so see that portion of the syllabus for the general format, but keep in mind that this mini-interview should cover only one question and thus be much smaller in scope.
- J3 *Student problem solving through representations.* Describe a specific instance from your classroom practice in which one or more of your students made use of representation as a problem-solving tool: that is, in which the students’ choice of representation (not just clear notation or reasoning using the teacher’s representation) facilitated the solution. Give the problem and explain how (at least two) different representations shape the corresponding solutions (not necessarily the answers).
- J4 *Mini-case study.* Pose, to a group of K–8 students, a single question similar to those in the cases we have read or seen, or from one of our class discussions. (Make sure it is appropriate to the students’ grade level.) Write about your question, what you expected, and what actually happened. Did anything surprise you? Please describe specific examples of what your students say and do. Examining the work of a few students in detail may be more helpful than trying to incorporate the responses of every student. Think of this as a dry run for the case study.
- J5 *Problems in need of enrichment.* Select three problems from the mathematics curriculum for your grade which involve important topics but provide your students little or no opportunity for problem solving. (They can come from your text, district materials, etc. but should be problems you might be expected to use in class.) Explain (separately) why you chose each one, and say what you might like to arise in a class discussion of a “richer” version of each one. (That is, do not actually try to rewrite the problems; just say as specifically as possible what you wish each one could accomplish.)
- J6 *Deconstructing pentominoes.* (i) Write a formal deconstruction of the pentominoes problem, and (ii) (re)structure it at least three different ways (that is, change the presentation, not the problem itself).
- J7 *Student reasoning & conjecture.* Adapt the task in Supplemental Case 6 (“Does a triangle have a middle?”) to be appropriate for your students and pose it to them, attending closely to the students’ abilities to reason and conjecture. Analyze their underlying norms for reasoning, proof and conjecture. No narratives necessary! Focus on the analysis of underlying norms, with support from your experience.
- J8 *One-problem mini-write-up.* Write a paper detailing the solution to either Squares problem 1 or Squares problem 2. Consider this a dry run for the problem-solving paper: see the corresponding instructions for format and elements, but consider only the first part of that assignment, and remember this journal entry is smaller in scope.
- J9 *Assessing problem solving.* The case study “Right or Wrong” in this week’s readings involves the grading of two student papers to the same problem. Begin by reading only the first page, including the papers by Chris and Pat. Develop an explicit 5-point grading scale for scoring responses to this specific problem (not a generic rubric), and write a paragraph explaining what you think the most important issues involved in this problem are. Then apply your scale to both papers, and write a short paragraph explaining why each paper received the grade (0–5) you assigned it. Finally, read the rest of the case study, and write a fourth paragraph in which you respond either to the issues raised in the last page of the study, or to the scores the teachers in the study gave these papers. Be ready to discuss your responses in class.
- J10 *Synthesis.* Reflecting over your thoughts and experiences during the course, write one short paragraph on each of the following (for a total of four): (a) changes or developments in what you see as key ideas in problem solving, relative to those you identified in your first journal assignment of the course; (b) the most striking *mathematical* idea of the course so far; (c) the most striking idea of the course so far about student learning/thinking; (d) a mathematical idea that still puzzles or intrigues you.

## 2. Student interview

In order to develop (or strengthen) the habit of attending to student thinking in detail, you will conduct an interview with a student from your class to assess her/his understanding of a specific topic within problem solving. You may choose the student and topic, but the interview should involve a major topic from this course. Begin by obtaining all necessary permissions to conduct and record (audio or video) the interview; explain to all interested parties (including the student!) that you need the student's help for a class in which you are studying how students learn, and that this interview will not affect the student's grades; it will just help you understand how s/he thinks. (Recording the interview will keep you from needing to make detailed notes during it.)

It may help to begin the interview by revisiting recent written work by the student showing her/his ability to reason and problem-solve (the work need not be error-free, but there should be enough progress made to discuss the problem). Once sure the student is familiar with the paper, ask him/her to explain the work, including what difficulties s/he encountered.

Continue the interview by asking further questions about the problem solving topic involved (see the handout on interviewing tips on the course web site). You will need to use both pre-prepared questions and ad hoc follow-up questions to develop a coherent line of questioning. Remember that *in order to determine the limits of a student's knowledge, you must continue until you reach a question which the student either cannot answer or answers incorrectly for reasons other than a simple careless error*. You should be able to do this without making the student feel badly.

After the interview, use your recording to make a more detailed analysis of the student's thinking, with regard to the targeted problem-solving abilities. Begin with a brief introduction to provide context. Give an overall narration of the interview (e.g., say what specific tasks or problems you asked the student to work on). Use specific details or quotes to support your analysis. Conclude your write-up with an explicit summary of what the student knows, what the student does not know, and what the student is ready (or needs) to work on next (see interview tips handout for more).

## 3. Case study

During the course we will read and discuss in class several case studies, all describing events in other teachers' classrooms. For this assignment, you are to write a short (roughly 3–5 pages) case study describing a mathematical discussion involving one or more students, similar to these cases. A case is neither a complete transcript of a lesson nor as prefabricated as an interview, although it is very helpful to include direct quotes and dialogue from students.

You must base your case on a conversation for which you were present, and preferably in which you were involved, but it could come out of a lesson you observed, or a conversation among two or more students. You may choose to narrow in on one or two students, or on one small group, or you may describe a whole-class conversation. The most important thing is that the episode illustrate some aspect of children's mathematical thinking. It must also center on the development of problem-solving abilities.

In writing your case study, begin by describing briefly the class's larger context (including grade level) and the mathematical topic; then describe the relevant parts of the conversation in as much detail as you can manage. Include what you are thinking as you work with the students. Finish up by summarizing your evaluation of the students involved and saying what issues and questions you still have after this conversation. Include an analysis of the students' thinking, and questions the case raises for you. *It is important that your reflection address teaching issues beyond the one topic and set of students involved*, in order to document your ability as a reflective practitioner to make connections that inform your teaching practice more broadly.

We will discuss the writing of cases in more detail before they are due, but you are encouraged to begin sooner if you have a good conversation fresh in your mind. I will be glad to help you.

## 4. Problem-solving paper

In order to understand the various processes involved in problem solving (including teaching it), you must gain experience in problem solving yourself. As a summative evaluation of the mathematical portion of this course, you will submit a paper detailing your mathematical work on two *college-level* problems from this course: one which you solved completely, and one which you did not. You *must* check the list on the course web page or meet with me individually to approve and verify the problem you wish to write up.

For the problem which you solved completely, give a thorough explanation of the original problem (paraphrased), its context, (briefly) what strategies you used to approach it, what the solution is (and why! that's the tricky part), and what the solution means in context. Separate your history with the problem from your polished explanation of the solution (e.g., eliminate dead ends). Distinguish carefully between conjectures and rigorous arguments. Feel free to use drawings, graphs, diagrams, tables, etc. as needed.

Also select a problem you have worked on in this course which you have not yet been able to solve, but feel you would eventually be able to solve. Describe the problem, describe what you have attempted, and reflect on (describe) what you may have learned from working on the problem so far (if anything – if nothing, explain why you feel your time working on the problem was wasted). If you think you know the answer, or part of an answer, but cannot prove it, include your conjecture, and clarify its status as conjecture. Regardless, write a brief additional paragraph on the role of conjecture in problem solving, in regard to either this problem, or learning mathematics more generally.

I encourage you to show me a draft of your paper before final submission.

## 5. Lesson paper

In this course we will study how to identify and modify the basic elements of a mathematical problem. As a summative evaluation of the pedagogical aspects of this course, you will apply these techniques to one particular problem, develop and teach an exemplary lesson based on your modified problem, and give a short (5-minute) presentation to the class on it. The lesson draft checkpoint includes items 1–5 below. The final lesson paper you submit must include *all* of the following components:

1. Select a problem that is intended for use with the students you teach, which you believe as given does not provide real opportunities for problem solving, but could. (Say where you got it from, and, if you have used it before, in what capacity, and what you learned from it.)
2. Unpack, or deconstruct, the problem, by identifying all its basic elements (remembering, e.g., that the context or numbers used may affect likely strategies), as discussed in class beginning Week 7.
3. Using the rescaling and enrichment techniques discussed in class (Weeks 8+), modify the problem to provide significant opportunities for problem solving, while remaining appropriate for your students.
4. Write an analysis of the modified problem by (a) deconstructing it and comparing its elements with those of the original problem, and (b) anticipating what strategies can be used to approach it, including mappings between these strategies, and connections to other areas of mathematics.
5. Submit a one-page draft containing a paragraph for each of the above elements, plus a fifth with a short narrative summary of how you plan to use the problem in a lesson. (This is the lesson draft checkpoint. The draft [revised if necessary] will also form part of your final paper.)
6. Write a lesson plan that uses the modified problem as a significant problem-solving opportunity with your students. Specify prerequisite knowledge, closure activities, and important discussion points.
7. Teach the lesson to your students (see me if this is problematic). Then write a one-page reflection on how the lesson went, including what strategies students used to approach the problem, what ideas were raised in its discussion, and to what extent your students' problem-solving abilities changed as a result of the lesson. Be specific.
8. Make a one-page handout (you may use front and back if necessary, but it *must* fit on one sheet) summarizing your lesson for the class. Include your name, the problem, grade level, mathematical topics addressed, and anything your colleagues would need to know in order to use the lesson, including (briefly) any difficulties the students tended to encounter. The handout should *not* be the same as your lesson plan (select details!), and must be turned in with the main paper.
9. Give a brief (5-minute) presentation to the class on this lesson, using the handout, at our last session.

I encourage you to discuss this project with me often, throughout the semester. A preliminary draft of the selected problem and lesson idea (not [necessarily] yet taught) is due at Session 10 (see step 5 above). Final documentation is due at Session 13, including a handout, with the presentations to be given at Session 16.

## Bibliography

- Richard Caulfield, Shelly Sheats Harkness, and Robert Riley (2003). Surprise! Turn routine problems into worthwhile tasks, *Mathematics Teaching in the Middle School* 9(4): 198–201.
- Mark Driscoll (2003). The sound of problem solving, Chapter 11 in Schoen, pp. 161–175.
- Douglas A. Grouws (2003). The teacher’s role in teaching mathematics through problem solving, Chapter 9 in Schoen, pp. 129–141.
- [**TMPS**] Frank K. Lester, Jr. (ed.) (2003). *Teaching mathematics through problem solving: prekindergarten–grade 6*. Reston, VA: NCTM.
- Frank K. Lester and Diana Lambdin Kroll (1990). Assessing student growth in mathematical problem solving. In G. Kulm (ed.), *Assessing higher order thinking in school mathematics* (pp. 53–70). Washington, DC: American Association for the Advancement of Science.
- [**PSSM**] National Council of Teachers of Mathematics (2000). *Principles and standards for school mathematics*. Reston, VA: Author.
- G. Pólya (1945; 2nd edition 1957). *How to Solve It*. Princeton, NJ: Princeton University Press.
- Chris Rasmussen, Erna Yackel and Karen King (2003). Social and sociomathematical norms in the mathematics classroom, Chapter 10 in Schoen, pp. 143–154.
- Harold L. Schoen (ed.) (2003). *Teaching mathematics through problem solving: grades 6–12*. Reston, VA: NCTM.
- Mary Kay Stein, Margaret Schwan Smith, Marjorie A. Henningsen, and Edward A. Silver (1999). *Implementing standards-based mathematics instruction: a casebook for professional development*. New York: Teachers College Press.
- Steven W. Ziebarth (2003). Classroom assessment issues related to teaching mathematics through problem solving, Chapter 12 in Schoen, pp. 177–189.

## Calendar

A tentative schedule with topics is given below (subject to updating). As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

Date	Wk	Topic	Readings	Assignments Due
Aug 29	1	The nature of PS	SC1 (FDRP 119)	none
Sep 05	2	PS as process	TMPS7, Driscoll, TMPS/TS5	J1
Sep 12	3	Anatomy of a problem	TMPS9, Rasm. et al., TMPS/TS7	J2*
Sep 19	4	Representations in PS	PSSM Repr’ns, SC2 (PFC14)	J3*
Sep 26	5	PS techniques	TMPS11, SC3 (DE 4–5)	Student interview*
Oct 03	6	Patterns & induction	PSSM Prob. Solv., SC4 (PFC12)	J4*
Oct 10	7	Deconstructing problems	Stein et al. Ch. 1,2, 10	J5
Oct 17	8	Modifying problems	Caulfield et al., SC5 (MMO21)	Case study*
Oct 24	9	Enriching problems	TMPS5, TMPS6	J6
Oct 31	10	Conjecture & proof	PSSM Rsng & Proof, SC6 (EFS33)	J7*, lesson draft
Nov 07	11	Mathematical habits	TMPS2, SC7 (EFS35)	J8
Nov 14	12	Assessment	Lester & L. Kroll, Ziebarth, SC8	J9
Nov 21	13	PS as pedagogy	Grouws, SC9 (FDRP 62)	Lesson paper*
Nov 28	14	Technology in PS	TMPS13, SC10 (DE 6–8)	Problem-solving paper
Dec 05	15	Linear modeling	TMPS15, SC11	J10[, rewrite]
Dec 12	16	Synthesis	none	Presentations

\* denotes assignments requiring interaction with K–8 students.

SC $n$  refers to Supplementary Case  $n$  (information in parentheses identifies the source for some).

TMPS $n$  refers to Chapter  $n$  in TMPS.

See bibliography for further details of readings (nonelectronic readings are available at the UTA Libraries).

## University Policies

**Attendance:** At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. See the course-specific policy in the syllabus. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability). **Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).

**Title IX:** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Academic Integrity:** Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule 50101, §2.2*, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>. *Papers involving plagiarism will receive an indelible grade of zero.*

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu) or (817)272-2208.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current graduate catalog.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and make arrangements to assist individuals with disabilities.

**Student Support Services:** UTA provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UTA Police Department at **817-272-3003**, or dial 911.