

are better able to make the discipline meaningful for their students. Having a connected, comprehensive, and detailed view of mathematics enables teachers to make instructional decisions based, not simply on good practice, but according to fundamental principles that guide all of mathematics.

Select at least two from the following:

MATH 6110 Algebraic Structures for Mathematics Teachers (3)

MATH 6120 Probability and Statistics for Mathematics Teachers (3)

MATH 6140 Number Theory for Mathematics Teachers (3)

MATH 6150 Advanced Geometry for Mathematics Teachers (3)

MATH 6160 Advanced Calculus for Mathematics Teachers (3)

COMPARATIVE STUDIES in MATHEMATICS (at least 6 semester hours)

Courses in the Comparative Studies in Mathematics component emphasize historical, cultural, and contemporary issues related to mathematics and mathematics education. Taking courses

their own requirements (including but not limited to recommendations, standardized entrance test scores, interviews, and writing samples) that are approved by the University Graduate Committee and administered through the Graduate School office.

Admission to the Master of Arts in Educational Mathematics is open to graduates from a regionally accredited college or university who hold a four-year degree in mathematics, mathematics education, or closely-related field and has a minimum undergraduate cumulative grade point average of 3.0 on a scale of 0-4.

Requirements for Consideration of Admission to MAEM:

1. Completed Graduate School application.
2. Official transcripts for all previous college and/or university work. In order to be considered official, transcripts must be sent directly from the issuing institution to the Graduate School. If hand-delivered, transcripts must be in an unopened envelope from the issuing institution.
3. Current resume.
4. Personal statement that addresses how the applicant's goals and interest in the MAEM program are consistent with the purpose and goals of the program.
5. Two recommendation forms. The recommender should be an employer, a professor or person familiar with your professional or academic career. Otterbein University reserves the right to contact persons providing recommendations and to contact a recommender to acknowledge receipt of a recommendation.

All admission materials including transcripts must be submitted to:

Otterbein University
The Graduate School
Roush Hall, Room 208
1 South Grove St
Westerville, OH 43081

Applications will be accepted for the Fall Semester, Spring Semester or Summer Term, and should be received four weeks prior to the desired admission term. Please contact the Graduate School at 614-823-3210 for specific dates.

Graduate admissions are handled by the Graduate School. The Graduate School processes all of the application materials and has admission recruiters/counselors available to meet with prospective students in individualized face-to-face or online sessions both during regular office hours and at least one evening per week.

A maximum of six semester hours of graduate work with a grade of B or higher may be

After admission to a graduate program, continuous progress toward completion of the degree is expected. Students not enrolled for one year must submit an updated admission application to the Graduate School. Official college transcripts must be submitted if additional college or university courses were taken during the time of absence. Additional documents may need to be resubmitted depending on the length of absence. Contact the Graduate School to verify required materials. Students should be aware that new program requirements may be in effect and are encouraged to contact the program director prior to reenrollment.

After a student has been admitted to the graduate program, continuous progress toward completion of the degree is expected. The time limit for the completion of graduate course work is five years, computed from the first date credit is recorded on the college transcript until the program curriculum requirements are completed. Any transfer courses taken outside of the time limit will not be counted toward the degree. If this cannot be met due to circumstances beyond the student's control, an extension request can be submitted to the Graduate Program Director for consideration.

Every graduate student is assigned an academic advisor who is a full-time faculty member. Students are encouraged to contact their advisor with questions, concerns and related academic issues. A plan of study is developed between the advisor and the student and reviewed at least annually. MAEM graduate students will have an academic advisor in the Department of Mathematical Sciences to help determine their course of study and a faculty project mentor who has similar interests for their research projects.

The University holds two commencement ceremonies in May. The Saturday ceremony is for graduate students and the Sunday ceremony is for undergraduate students. All graduates (Summer, Autumn, and Spring) are invited to the May commencement. Guest seating at commencement is limited according to space availability.

To participate in the graduate ceremony, a student must:

- Complete all academic degree requirements, and
- Request and submit a fully signed Application for Degree, and
- Submit any additional required paperwork as specified in the Application for Degree, and
- Meet all outstanding financial obligations.

Refer to Registrar Forms, Transcripts, and Resources at: website <https://www.otterbein.edu/registrar/> and click on Request for Graduation App 0.2 (n) -hion P 0.2 (h) cket.

and to graduate. Please refer to the Academic Standing Policy in the Academic Policies section of the Graduate Catalog for further details.

Grading Scale

The following grades are included in the calculation of the grade point average:

A = 93-100 (4.0)
A- = 90-92 (3.7)
B+ = 87-89 (3.3)
B = 83-86 (3.0)
B- = 80-82 (2.7)
C+ = 77-79 (2.3)
C = 73-76 (2.0)
C- = 70-72 (1.7)
D+ = 67-69 (1.3)
D = 60-65 (1.0)
F = 59 & below (0.0)

The following grades are not included in the calculation of the grade point average:

F = failing from pass/fail graded course
IP = coursework is incomplete; temporary condition
NR = grade not reported by instructor; temporary condition
P = passing from pass/fail graded course
R = repeated course
S = satisfactory from satisfactory/unsatisfactory graded course
T = transfer credit from another institution
U = unsatisfactory in satisfactory/unsatisfactory graded course
W = withdrawal with permission

Otterbein University does not discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation, national, or ethnic origin, political affiliation, marital or veteran status in admission of students, educational policies, scholarships and loans, housing, athletics, employment, and other activities. Inquiries regarding compliance with federal nondiscrimination regulations may be directed to the Chairperson of the Affirmative Action Committee; the Vice President for Academic Affairs; or the Director of Human Resources.” (University Catalog, front cover).

Students are responsible for informing faculty about any health issues which may affect unexcused absences with any program requirement. Typically when students miss class or any assignments due to health reasons, they will be asked by the instructor to provide a doctor's/health professional's statement for verification of the health issue. Instructors are willing to work with each student when health issues arise; however, communication on the student's part is vital to make this process work.

Any student who is convinced that his/her academic performance has been evaluated on other than an academic basis or in a prejudiced or capricious manner has the right to appeal.

The evidence leading to this conclusion shall be presented by the student in writing to the Dean of the Graduate School after the student has consulted with the professor involved and the Department of Mathematical Sciences as outlined.

The Dean of the Graduate School shall consult with the student and the faculty member, after which the appeal may be passed on to the Appeals Council for its consultation and judgment. The actual grade change, if deemed in order by the Appeals Council, shall be determined by the Dean of the Graduate School in consultation with the student and the professor involved in the appeal, or, if the professor is unavailable, with the Mathematical Sciences Department

If a student is unsure whether or not to cite a particular item, they should consult with their professor.

The first incident of plagiarism activities will involve a penalty to the student(s). Those penalties may include:

- Lowering the grade
- Receiving a “0” for the assignment
- Re-doing the assignment
- Receiving an “F” for the course

The following procedures will take place if a faculty member determines that some academic dishonesty has taken place:

1. The faculty member will inform the student, in writing, within five (5) business days the exact nature of the dishonesty with the corresponding penalty.
2. The faculty member will also send in writing, a memo describing the incident to the Mathematical Sciences Department Chair and Dean of the Graduate School. This memo will be submitted within five (5) business days.
3. A student will have five (5) business days to appeal the decision. The appeal will first take place with the student presenting his/her case to the Mathematical Sciences Department Chair. The Department Chair will consult with the involved faculty member who will present the evidence found with the case.
4. At this time, the student has the option to bring either their advisor or another faculty member to support them in presenting their case to the Mathematical Sciences Department Chair.
5. The Mathematical Sciences Department Chair will make the final decision with the case.
6. The student has the right to appeal the decision and should consult the Otterbein Campus Life Handbook for the appeals procedure.
7. If a second incident of plagiarism or academic dishonesty occurs, the Dean of the Graduate School will select a committee to review the incidence. The committee will include two graduate level faculty members and one graduate level student along with the Dean of the Graduate School who will chair the committee. The probable outcome of a second academic dishonesty offense will be either suspension from the program for a semester or a year or dismissal from the program. The decision of the case will occur in five (5) business days once the committee is selected. The student has the right to appeal the decision and should consult the Otterbein Campus Life Handbook for the appeals procedure.

In 1987, the Academic Council adopted an Honor Code to be used at the discretion of the

- Students should be conscious of the need to take personal responsibility for all their work both as individuals and as members of a class.
- Students and faculty members should actively engage in discussions related to academic integrity (e.g., differences between plagiarism and legitimate scholarly work and appropriate versus inappropriate sharing of information among classmates).
- Faculty members should be able to treat their students as fellow searchers for knowledge; in order to do so; they should not have to police examination rooms.

The following procedures for adopting the Honor Code are suggested:

1. At the beginning of a course, a professor may choose to discuss the Honor Code and academic integrity in general.
2. A class would be asked to vote on the use of the Code. A vote would be taken, by secret ballot, during the first few days of the course. In order to adopt the Code, the vote must be unanimous.
3. All students would sign an Honor Pledge at the end of every examination.
4. The professor would leave the classroom during examinations but would remain available in case of questions.
5. Students would feel obligated to report breaches of the Honor Code to the professor or to the Office of Academic Affairs.
6. Violations of the Honor Code would be handled exactly like any other cases of plagiarism or cheating.

The Office of Financial Aid works with graduate students to ascertain qualifications for financial aid from the University and from other sources. Graduate students are

The Writing Center provides individual help for the student with writing problems and/or students who would like to have any portion of a major paper or assignment reviewed. Students are advised to bring a sample of their writing to the first appointment. The center is located in the Library on the second floor. Please consult the web site listed above on the steps to set an appointment with the writing center.

The Courtright Memorial Library hours and services can be located on their website:
<https://www.otterbein.edu/library/>.

The Courtright Memorial Library holdings represent a breadth of subject matter across all of the disciplines. The library is part of a consortium of 26 private institutions in Ohio (OPAL). Membership in OPAL allows Otterbein to belong to the statewide consortium called OhioLINK which gives students 24 hour access to any holding in Ohio academic libraries. OhioLINK is a computer network of libraries and electronic information resources, offering access to research databases and a combined Central Catalog from most Ohio Colleges, Universities, Community Colleges along with the State Library of Ohio. Its goal is to provide easy access to information and rapid delivery of library materials throughout the state. For information on how to search for books and articles online, go to the library website and click on the Library Research Tutorial.

Students have direct access to the Otterbein University main campus library by using their Cardinal Card. To learn more about obtaining a Cardinal ID Card, go to www.otterbein.edu,

Several on-campus eateries are available for purchasing food:

1. The OtterDen (located on the first floor of the Campus Center)
2. Cafeteria (located in the Campus Center, second floor)
3. The Otterbean (located adjacent to the Library)
4. The Roost Express (located on the first floor of Roush Hall)

In addition, vending machines are available in the Commuter Lounge of Towers Hall and in various buildings on Campus.

Otterbein University campus parking passes are available for part-time students that will be on campus on a regular basis for a fee. A sticker can be purchased at the Security Office located at 194 W. Main Street. Students from distance learning sites will be given a temporary parking permit if required to come to the Westerville campus for class. Visitors on campus can park in any visitor lot.

Access to the Student Health Center services is limited to full-time students with paid fees and part-time students on an annual fee for service basis. However, part time graduate students may utilize the center to meet selected health requirements. The Center is located east of the Campus Center at 78 W. Home Street or call 823-1345.

Personal counseling is available to students enrolled full-time at Otterbein University. Students wishing to utilize this service can contact the Student Affairs office at 823-1250.

Problem-Solving in Mathematics Education (3 semester hours)

Exploration of how students employ strategies and heuristics to solve problems, emphasizing instructional methods that improve problem-solving performance and assess problem-solving skills.

Discourse in Mathematics Education (3 semester hours)

Exploration of how students construct mathematics in community, promoting understanding through dialog and writing.

Representations in Mathematics Education (3 semester hours)

Exploration of how students create and use representations to organize, record, model, interpret, transform and translate mathematical ideas.

Theory into Practice in Mathematics Education (3 semester hours)

The program can be completed in two years, with substantial coursework taken during the summer. This “default” plan will be in effect until sizable enrollment justifies adding classes.

Yea 1 S	Yea 1 Fa	Yea 1 S
EDUC 688	MATH 61aa	MATH 62aa
MATH 61		
MATH 621		
Yea 2 S	Yea 2 Fa	Yea 2 S
EDUC 688	EDUC 6885	

The program can be completed in three summers (with EDUC 6885 completed during the academic year).

If enrollment increases warrant adding classes during Summer, Fall, and Spring, most of the program can be completed in one year if courses are taken full-time from summer to summer.