

Guidelines for Daily Work Prep Sheet Requirements

MATH 100: THE MATHEMATICS OF DEMOCRACY

FALL 2013

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Before each class meeting, you will complete a reading assignment and write up a “prep sheet” which summarizes and responds to that reading. The prep sheet should be a few hundred words in length (perhaps two hand-written pages) and follow this outline:

Outline Identify the topics and subtopics in the reading assignment. These should be brief snippets, similar in character to chapter or section titles. (Pay particular attention to definitions and theorems!)

Summarize Write a brief statement on the subject matter for each subtopic. Each of these statements should both summarize the content of the topic and reflect your own opinion, either on what the author has said or on your own relevant knowledge or research.

Question Under each subtopic, write out all the questions that come to mind about that material—whether you have an answer or not! You should have at least one question about each subtopic. Write these out in full, as you would ask them aloud in discussion—then do so!

Synthesize Write a statement describing the content of the material as a whole. This should emphasize the points you consider to be most important, as well as any major questions you feel the reading left open.

Engage Spend about ten minutes writing on a broad or integrative question related to the reading. This component should *not* be a summary, either of the reading or of points you already made in the prep sheet. Instead, it should go *beyond* what you have already done.

What else does the reading make you think about? How can the reading be connected to something else that is relevant to you—material from other courses, events in the news, world history, or even your own life? Are there other ways of thinking about these ideas that you think would be interesting or informative?

Preparing this sheet will help you to engage more thoughtfully with the material you read. You will then bring it with you to class; it will help to remind you what you read and what you thought about it. Don't be shy about using your **Question** section to help drive discussion!

Do not come to class if you have not completed that day's reading and prep sheet; to do so wastes the class's time. If you must miss a class meeting, bring the prep sheet for that class to the next meeting. In this case, you must write an expanded “Engage” section, at least one typed page in length, to substitute for the thoughtful discussion you missed in class.