

OBLIGATIONS

When taking a course at JSU, your instructor has certain obligations to you. I have an obligation to prepare you for MS 100 and subsequent math courses that you will take. I have tried to set up this course in a way that will do this in a fair and effective manner. However, this is the first time that I have taught this course and life is full of unforeseen occurrences, so assignment and test dates are subject to change. The grading arrangement is also subject to change; although I will do my best to keep any changes as fair and close to the original plan as possible.

YOU ALSO have obligations that must be met in order for you to successfully complete the course with a passing grade. This document briefly outlines my policies, where you can get Study Tips and other information for this course. It also outlines YOUR obligations in this course. You should read this carefully and then fill out and sign the accompanying Acknowledgment of Course Policy. It is the responsibility of any student with *special needs* for tests (extra time, etc. as authorized through DSS) to make *specific* arrangements with me BEFORE EACH major test.

INSTRUCTOR CONTACT INFORMATION

Instructor: Errin White

Office: 127 Ayers

Phone: 782-5213

<http://mcis.jsu.edu/faculty/ewhite/index.html>

ewhite@jsu.edu (All emails should include LS 098 in the subject; otherwise they are in danger of being deleted with Junk mail.)

OFFICE HOURS: To be posted on webpage next week

ATTENDANCE

You can miss only 5 classes whether these are excused absences or not. If you do not meet the attendance requirement, departmental policy requires that you be given an NC. (The class can still be dropped without penalty by Nov. 1) If you are late, make sure you are counted present. If you leave early without prior permission, you will be counted absent.

HOMEWORK & WEBPAGE

There will be homework assignments taken up most days of class. The graded assignments will consist of:

Homework #1: When a section is assigned, this assignment will be every other odd problem from the section in the book. This will include the concept problems.

Homework #2: These will consist of selected even numbered problems from the book or sometimes from a Worksheet that will be posted on my webpage.

Grading of Homework: You will receive **full credit** for each homework assignment (#1 or #2) if it is turned in on time (at the beginning of the next class), is at least 80% accurate and you have shown reasonable work where needed. If all of these requirements are **not** met, then you will receive **no credit** for that assignment. There is no makeup for homework assignments; however, if you can get a friend to turn it in for you on time, I will give you credit even if you have to be absent.

Absences are **no excuse** for not knowing what the assignment is since assignments will be posted on my webpage after each class. See webpage under:

DAILY ASSIGNMENTS & TEST DATES (This is generally updated after each class, so you have a way to get your assignments & Test Dates in case you miss class. I also post certain even numbered answers there when needed. The **Daily Assignment Page** is also my communication to you in case of unforeseen occurrences about class, such as snow.)

The following will also be **available on my Webpage** under **COURSE INFO: Course Policy Agreement** (In case you lose this), the **Course Syllabus**, an **Assignments Calendar** (a blank calendar of days for this term for you to fill in your assignments and test days since the Syllabus gives tentative dates and does not include Homework #2 assignments), **Study Tips & Help**, **Excuse Form** (explained under MAKEUPS), **Request for Retake** (explained under GRADING) and **blank graphs** that you may print and use if you like.

There will be a few **WORKSHEETS** that will be assigned throughout the semester from my webpage and a **FINAL EXAM STUDY GUIDE** (Available at the end of the semester).

MAKEUPS

Makeup Tests are allowed **only** for Major or Cumulative Tests missed for legitimate reasons. **Makeup Tests** cannot be given because you are unprepared or because you have other tests scheduled that day. If you have a **prior** reason for missing a test (such as a

school sponsored event), you must fill out the **Excuse Form in advance of each test you will miss** and have it approved by me. The Excuse Form should be filled out for other tests missed, and I **must approve all other excuses for missed tests within one week of your returning to class**... Preferably the first day you come back to class. **This is YOUR responsibility!** You should print out the **Excuse Form** available under **COURSE INFO** on my Webpage, fill it out and turn it in to me along with any corroborating information you wish to include (such as a doctor's excuse). Except for **EXTREME** circumstances, I will not approve an excuse for more than **ONE** missed test. There are **no makeups** for missed Quizzes.

Makeup Tests will be given at the end of the semester. Date and time for this will be given to those who have turned in the proper excuse form and had their excuse approved.

GRADING

In addition to the **Homework** assignments mentioned above, there will also be some **Quizzes** which may be closed or open book, depending on circumstances. These will be graded with little partial credit.

There will be a **Major Test** given at the end of **each chapter**, except one section in Chapter 8 will be included with Chapter 6. We do not cover Chapter 4, so this will give us **5 Major Test grades**. There will be **2 Cumulative Tests** given, one to cover Chapters 1 – 3, and one the last week of classes to cover the rest of the course material.

Your Final Grade Average will be calculated by the following:

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|----------------------------------|------------|
| Homework #1 Assignments: | 5% |
| Homework #2 Assignments: | 5% |
| Quizzes: | 5% |
| Each Major Test: | 10% |
| Each Cumulative Test: | 10% |
| Comprehensive Final Exam: | 15% |

The final grade is determined as follows: **A:** 90-100%, **B:** 80-89.9%, **C:** 70-79.9%, **NC:** 0-69.9%.. In **borderline** grade situations, I will consider your attitude, attendance, and participation in class and in the Tutoring program. Any student receiving a grade below 70 on a **major test** is **strongly urged to discuss this matter with me as soon as possible**.

In keeping with others in the department, I will allow you to take a **Retake** on a Major Test **if** all of your homework was complete and on time for that chapter. As with Makeup Tests, Retakes will also be given at the end of the semester, so you will need to fill out a **Request for Retake** and have it approved by me in order to be given the date and time for the Retake.

YOU ARE REQUIRED TO KEEP ALL GRADED ASSIGNMENTS THAT ARE RETURNED TO YOU UNTIL AFTER A GRADE HAS BEEN ASSIGNED FOR THE COURSE AND THERE IS NO QUESTION AS TO THE CORRECTNESS OF YOUR FINAL GRADE FOR THE COURSE.

ACADEMIC HONESTY AND CONDUCT

All academic dishonesty is expressly prohibited. Students must adhere to the university policy for academic honesty as specified in the JSU Student Handbook. **During tests:** NO HATS, NO HEADPHONES, CELL PHONES TURNED OFF AND PUT UP, NO CALCULATORS, DO NOT LEAVE THE ROOM WITHOUT PERMISSION.

EQUIPMENT

TEXTBOOK: **McKeague (2003)**, *Beginning Algebra: A Text/Workbook*, 6th ed.

All assignments are to be done neatly in pencil, with clean erasures. I have a supply of pencils that are available for a 25 cent donation to the Math Club. You should also bring your book and any assigned worksheets to class each day as well as paper for Quizzes and in-class work. PLEASE do not turn in assignments with "spriggle paper" torn from a spiral notebook. It will be very helpful to have a straight edge (a 6 inch ruler works well) when we are graphing lines. You may want to buy graph paper, or you may print off the blank graphs that I have available on my webpage. Blank graphs will be provided for you on all Major and Cumulative Tests.

DROPPING

If you decide to drop this class, you may do so without academic penalty up until Nov. 1 without my signature. After that date, you must be assigned a drop passing or drop failing grade. For this class, you must have an average of 70 or higher to be passing. The last day that I can sign you out as drop passing is Mon. Nov. 26.

Please be aware of other consequences of dropping if you are on Financial Aid, Scholarship, or your parents' insurance. If you drop below a full load of 12 hours, these things can be adversely affected.