

OBLIGATIONS

When taking a course at JSU, your instructor has certain obligations to you. 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. There have been occasions when I need to contact the entire class before the next class period. I will do that by means of your jsu email since I have easy access to a class list. Your obligation is to regularly check this email as you will be responsible for announcements made in this way.

INSTRUCTOR CONTACT INFORMATION

Instructor: Errin White

Office: 127 Ayers

Phone: 782-5213 (If I do not answer, please leave LOCAL NUMBERS ONLY, unless it is an emergency!)

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

ewhite@jsu.edu (All emails should include MS112 in the subject; otherwise they are in danger of being deleted with Junk mail.)

OFFICE HOURS: To be posted on webpage soon

ATTENDANCE

You **must attend** at least **80%** of all **scheduled** class meetings. Since this class meets 27 times, you must **attend** at least 22 classes, regardless of your reasons for missing. (This includes adding the class late... ANY days missed are absences.) Consequently you **can miss only 5 classes**. If you do not meet the attendance requirement, **departmental policy** requires that you be given an **F**. **If you have extenuating circumstances, please see me as soon as possible!** If you are late, make sure you are counted present. If you leave early without prior permission, you will be counted absent.

HOMEWORK & WEBPAGE

I do not take up general homework assignments; however that is **not** an excuse not to do it. Basically, if you do not do the assignments, it is **highly unlikely** that you will learn the needed skills well enough to pass the tests. It is an **absolute must** that you print a copy of the **Course Syllabus** from my web page so that you will know what problems are assigned each class day. These are not set up exactly at the beginning of the semester as to which assignment is done on which day; however, I will make assignments such as 4.6A. The 4.6 does refer to section 4.6 in the book; however, the "A" part is entirely my designation, so without the syllabus, you will not know which problems to do (and which ones you can omit entirely or will be covered at a later time under 4.6B!) At the beginning of each class, I normally ask if there are any questions on the homework. If you have tried at least a sampling of the problems assigned, you will have an opportunity to refine your understanding of the material and to correct misunderstandings. If no one asks questions, I assume that everyone understands the previous material; thus, I can move on to new material. If you don't understand and do NOT ask questions, I can not be held accountable. If you have missed a day of class, and need help understanding the material, do not expect me to take up class time to re-lecture over the material. You may go to the tutoring center or come and see me in my office to get help.

I have an **extensive web page** designed to aid you in learning the material and to keep up with assignments during the semester:

WEB PAGE FEATURES: Scroll down until you find **Spring 2008**.

GENERAL INFORMATION has links to my **OFFICE & CLASS SCHEDULE** and to the **TUTORING SCHEDULE** (Free tutoring is available in 101.A Ayers by qualified instructors, graduate & under-graduate students.) These 2 things will be posted within the first couple of weeks of class when they are available. Now, scroll down to **MS 112:** (The information is the same for both sections except for the Final Exam date which is specified for each class.)

COURSE INFO: **Course Policy Agreement** (In case you lose this), the **Course Syllabus** (**absolutely necessary** to show you which problems are to be done for each assignment number given in class), a **Highlighted Syllabus** for each Major Test (To be posted when the test is announced), an **Assignments Calendar** (This is optional & as a courtesy to you: A blank calendar of days for this term for you to fill in your assignments and test days), **Study Tips & Help** (I highly recommend that you read this unless you are a math whiz!), **Tutoring Record** (This is a sheet to have signed each time you go to tutoring. I do not accept the little strips that other instructors have available in the Tutoring Center), **Excuse Form** (explained under MAKEUPS), and **blank graphs** that you may print and use if you like.

SKILL TEST INFO: This has two documents. The first explains how Skill Tests will be administered and how they can help your grade; the other gives a list describing the topic that is covered in each Skill area.

WORKSHEETS: These will be assigned throughout the semester. Some will give you review practice; some will give you extra practice with certain topics; others will be absolutely essential for doing the homework. I take a different approach to some topics in an attempt to make the material easier to understand and often simpler and less tedious. If you have not done these worksheets, you might be confused by the test questions covering that material.

FINAL EXAM STUDY GUIDE: This will be available at the end of the semester; however, you might find it useful to look at the one from last semester to help your study during the semester. It contains review problems as well as some helpful reminders about certain procedures.

DAILY ASSIGNMENTS & IMPORTANT DATES: This is generally updated after each class, so you have a way to get your assignment in case you miss class. Also, I will list **important dates**, such as those determined by the **university** such as midterm, last date to drop, final exam date & time, etc. Other **important dates** will be determined **by me** for the class, such as **test dates** (tentative, when so noted), last day to begin or complete skills tests, etc. I also post certain even numbered answers along with some assignments when needed.

MAKEUPS

Makeup Grades are allowed **only** for tests missed for legitimate reasons. **Makeup Grades** 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 major 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. **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.

The **Makeup Grade** can be a **Makeup Test** for any one of the 3 major tests **if** your excuse has been approved and you can make up the test **BEFORE** I return the graded tests to the class. Generally, it takes about a week to return tests, but a test given on Thurs. may be returned by the following Tues., so you might want to contact me outside of class to schedule a makeup. If you do not make up the test in this time period, your **Makeup Grade** for the missed test will be determined by your **Final Exam Grade** (*with approved excuse.*) **If I do not approve an excuse** for you, a **ZERO** will be assigned for the missed test.

GRADING

There will be **3 Major Tests**. (Generally, announced at least one week in advance.) **Tentative** Dates are on your **Calendar for Assignments**. In grading Major Tests, I grade each problem on a 10 point basis, and figure your test grade as a percentage of total points. This allows me to assign partial credit more fairly. I will **drop one** problem (your worst one) on each major test. There may also be a 10 point grade on each test that evaluates you on neatness, organization and use of correct mathematical steps for the entire test. This will **NOT** be dropped. (Example: 20 problems + 1 neatness grade, 1 dropped. Total 200 points, so if 26 points are missed, grade is 174/200 or 87%.) **BONUS POINTS:** You can earn 1 bonus point for each 30 minutes spent in tutoring up to 4 points for each test. (You **must** turn in the **Tutoring Record**, properly filled out and signed, at test time.)

SKILLS TESTS are given outside of class, are strictly voluntary and can **NOT** hurt your grade; however, they can improve your grade. See my web page for a full explanation.

Any student receiving a **failing grade or a D** on a **major test** is **strongly urged to discuss this matter with me as soon as possible**. Any quizzes given will be strictly for helping you to see how you understand the material. They will not affect your grade.

The **FINAL EXAM** is **COMPREHENSIVE**. Your Final Semester Grade will be the highest of the following methods.

	No Test Drop	Drop ½ of lowest MT*	Final Exam higher than Major Test Average
Major Test (MT) Average	75%	65%	50%
Comprehensive Final Exam	25%	35%	50%

*When dropping ½ of a test grade from 3 tests, the lowest grade is divided by 2 and the major test average is determined as a percentage from a total of 250 points rather than 300 points if no drop is used.

The final grade is determined as follows: **A:** 90-100%, **B:** 80-89.9%, **C:** 70-79.9%, **D:** 60-69.9%, **F:** 0-59.9%.. In **borderline** grade situations, I will consider your attitude, attendance, and participation in class and in the Tutoring program (By turning in the **Tutoring Record**, you can give me a detailed record of your participation.)

YOU ARE REQUIRED TO KEEP THE MAJOR TESTS 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 (except for specified times.), DO NOT LEAVE THE ROOM WITHOUT PERMISSION.

EQUIPMENT

Textbook: **Algebra for College Students, 8th Edition** by Kaufmann & Schwitters

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. **Calculators will only be allowed for specific types of problems. Do not use calculators for tests unless you are told that you may.** Later in the semester, some assignments will require a calculator. If you will need any assistance in learning how to do the necessary calculations with your calculator, I require that you obtain a Casio FX 300 MS Plus. This is an excellent and cheap scientific calculator with a 2 line display that can be used for other courses also. Both WalMart and Office Max have it available for about \$10 to \$15.