

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. This is particularly important during the testing process. See Grading below.

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 MS120 in the subject; otherwise they are in danger of being deleted with Junk mail.)

Office Hours to be posted next week.

ATTENDANCE

You **must attend** at least **80%** of all **scheduled** class meetings. Since this class meets 26 times, you must **attend** at least 21 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. Excuses are **only** necessary for days that you miss a Major Test. (See **MAKEUPS** below.)

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.

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 120**:

COURSE INFO: Course Policy Agreement (In case you lose this), the **Course Syllabus (absolutely necessary)**, 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!), **Excuse Form** (explained under MAKEUPS), and **blank graphs** that you may print and use if you like.

WORKSHEETS: There are a few worksheets that will be assigned during the semester to supplement the book's problems.

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 Spring 2007 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 of book exercises 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.

Due to the way I am arranging the grading of the Major Tests with the chance of receiving partial credit by reworking missed problems at home (see below), there is no reasonable way to give a makeup test that is fair to all concerned. Therefore, your Makeup Grade will be the grade that you receive on the Final Exam.

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. Most students seemed to like the grading system that I am using for this course. It does require more work on your part and makes the grading process take longer; however, your grade can be helped significantly. I also hope that it will help your learning process so that you will learn the material better for the final exam and any subsequent uses you will face.

Each test will have a take-home part that will allow you to use your calculator on messier problems. This take-home part **MUST** be turned in by the next class period (unless otherwise announced), or those problems will be counted as wrong. If you can't be on campus, please make arrangements for someone to drop it by my office. I have had trouble with this in the past and it is not fair to the students who do their work on time. Also, when you complete the in-class part of the test, you will be given a blank copy of the test to take home with you. (Occasionally, some of the problems may be modified slightly.) I will then email you the first results of your in-class test as follows: If I determine that you have missed more than 3 points (out of 10) on a particular problem, you will be told to rework that problem. This will be done as a take-home, open book (but no help from others) test just as the take-home part. You will turn in any reworked problems by the next class period. If a problem is worked **perfectly** when reworked, you will then receive 6 out of 10 points (-4) for the grade on that problem. (This might be slightly modified in the case that you were close to 70% correct the first time.) You may also choose to rework other problems that received -3 or fewer points. Depending on the problem, I may give a little more credit. The idea behind this grading system is not only to help you to pass this course, but to make you learn to do the problems correctly. If you desire to make higher than a D in this course, then you will obviously have to learn to do many of the problems correctly on your original trial. Between the time you take the in-class part of the test and your take-home and re-work are turned in, it is **essential that you keep a close check on your email** so that you receive your results as soon as possible and so that I can notify you of any problems with the take-home or any changes in the due date.

The **FINAL EXAM** is **COMPREHENSIVE and will NOT be open book**. So to keep your grade, you will have to eventually learn to do basic skills without the book. 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%	70%	50%
Comprehensive Final Exam	25%	30%	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 and participation in class. 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**.

YOU ARE REQUIRED TO KEEP THE MAJOR TESTS AND DAILY GRADES 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

Book: Applied Calculus, 4th Edition, by Waner & Costenoble.

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** to class each day. **CALCULATORS WILL ONLY BE ALLOWED FOR SPECIFIC TYPES OF PROBLEMS. DO NOT USE CALCULATORS FOR DAILY GRADES OR TESTS UNLESS YOU ARE TOLD THAT YOU MAY.** Some assignments will require a **calculator**. If you will need any assistance in learning how to do the necessary calculations with your calculator, I ask 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. We are going to try to use Maple on the computer some this semester. We have a deal that is being offered to students if you are interested in a personal copy.