

COURSE POLICY AGREEMENT

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 a Complete Course Policy and YOUR obligations in this course. You should read this carefully and then fill out and sign the accompanying Acknowledgment of Course Policy.

We will be covering the same material that is covered during a regular semester, but we will do it 15 class days, 2 and half hours a day, over a 4 week period. I do NOT intend to cover less material than I normally would. Because of the compressed time frame, there will only be 2 major tests and a comprehensive final exam.

COURSE INFORMATION

Instructor: Errin White

Office: 127 Ayers

Phone: 782-5213

ewhite@jsu.edu

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

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

ATTENDANCE

You **must attend** at least **80%** of all **scheduled** class meetings. Since this class meets 16 times, you must attend at least 13 classes, regardless of your reasons for missing. Consequently you **can miss only 3 classes**. If you do not meet the attendance requirement, **departmental policy** requires that you be given an **F**. (You may still Drop without academic penalty as noted in the Complete Course Policy.) If you have extenuating circumstances, please see me as soon as possible!

For a further explanation, see the Complete Course Policy.

HOMEWORK & WEBPAGE

I do not take up homework; however that is not an excuse to not 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.

You will need a copy of the **Course Syllabus**, so that you will know what problems are being assigned each class.

The following will be **available on my WebPage** under **COURSE INFO: Course Policy Agreement**, a **Complete Course Policy**, the **Course Syllabus**, a **Highlighted Syllabus** for each Major Test, an **Assignments Calendar** (a blank calendar of days for this term for you to fill in your assignments and test days), the **Acknowledgment Form**, **Excuse Form** (explained under Makeup Tests), and **blank graphs** that you may print and use if you like.

My WebPage also includes **WORKSHEETS** that will be assigned throughout the semester, **NOTES** covering some background topics and many of the topics we will cover this semester, a **FINAL EXAM STUDY GUIDE** that will be available at the end of the semester, and **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 a Hurricane.

See the Complete Course Policy for tips on studying and information on downloading Worksheets.

MAKEUP GRADES & TESTS

Since we are working on a very tight time schedule for this course, **be sure that you understand my makeup policy.**

Makeup grades are allowed **only** for tests missed for legitimate reasons such as illness, school sponsored events, etc. Makeup grades cannot be given because you are unprepared or because you have other tests scheduled that day. **I must approve all 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.

I will allow you to take a **makeup test** for either of the 2 major tests **if** your excuse has been approved and you can make up the test BEFORE I return the graded test to the class. This obviously will not be an option if I can grade the test by the next class period. **Otherwise**, I will **substitute the Final Exam grade** for the missed test (with approved excuse.) **If I do not approve an excuse** for you, a **ZERO** will be assigned for the missed test. If both major tests are missed, your best option is to drop the course.

There will be **NO MAKEUPS for DAILY GRADES.**

GRADING

There will be **2 Major Tests.** (Generally, announced at least one week in advance. Tentative Dates are on your **Calendar for Assignments.**)

Daily Grades: If things go as planned, we will be having a number of Daily Grades. Sometimes these will be as a quiz; other times they may be given as an open-book assignment. Each **problem** will be recorded as a separate 10 point grade. There will not be much partial credit given for Daily Grades. I will drop at least 3 of these 10 point grades, and the remaining ones will be totaled and averaged as a percentage for your **Semester Daily Grade.** The main purpose is to help you keep up to date and to get some feedback on your skills before a major test. Notice that the Daily Grade may be dropped, so it is designed to help, not hurt you.

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

	Daily Grade Counts	Drop Daily Grade	Final Exam Higher than Test Average	Final Exam Higher than Test Average
Major Test Average	60%	70%	40%	50%
Comprehensive Final Exam	30%	30%	50%	50%
Semester Daily Grade	10%	0%	10%	0%

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 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.

For further explanation, see the **Complete Course Policy.**

EQUIPMENT

All assignments are to be done neatly in **pencil**, with clean erasures. 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 DAILY GRADES OR 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.