

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.

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 MS100 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 **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 **NC**. **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.

The following will be **available on my Webpage** under **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** (a blank calendar of days for this term for you to fill in your assignments and test days), **Study Tips & Help, Skill Test Topics** (explained under **Skills Tests**), the **Acknowledgment Form, Tutoring Record** (This is a sheet to have signed each time you go to tutoring.), **Excuse Form** (explained under MAKEUPS), and **blank graphs** that you may print and use if you like.

My Webpage also includes: **WORKSHEETS** that will be assigned throughout the semester; **TUTORING CENTER SCHEDULE** (Free tutoring is available in this building by qualified instructors, graduate & under-graduate students. Schedule will be posted next week.), **NOTES** (Probably not available this semester); **FINAL EXAM STUDY GUIDE** (Available at the end of the semester for this class; however, you may go back to the one given to the Fall 06 MS100 class for tips on certain problems); 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 snow.)

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 Wed. may be returned by the following Mon., 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%.) The **5% Grade** will consist of 50 possible points from the Calculator Test; 2 points for each day of class participation; and 1 point for each hour that is recorded in tutoring. This grade has a maximum value of 120 points.

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	70%	60%	47.5%	
Comprehensive Final Exam	25%	35%	47.5%	
5% Grade	5%	5%	5%	

*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%, **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**.

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.

SKILLS TESTS

I will be making **Skill Tests** available for MS 100 again this semester. This will be an entirely **voluntary** activity to be done **outside class**. There is a list of Skill Test Topics and where the corresponding problem types can be found. This List will be available on my webpage under **COURSE INFO**, but you must come to MY office or *my* session of the Tutoring Center in order to **take** the tests.

The Test over each Skill Area will be relatively short and will be given **no partial credit per problem**. Each Skill is worth **10 Points**. The Skill Tests CANNOT hurt your grade! **Grading options are: #1.** If you take 30 Skill Tests, I will take your total points as a percentage of 300 possible points. This grade can REPLACE your lowest Major Test grade. **#2.** If you have 15 or more Skill Test Grades, I will take the best 15 and use as a percentage of 300 points. This score can replace ½ a Test grade. **Each Skill may be tried a maximum of 2 times with only the higher score counting.**

If you are going to participate in these Skills Tests, you MUST BEGIN TAKING THEM BY MIDTERM (THURSDAY, MARCH 1). ALL TESTS MUST BE COMPLETED BY THURSDAY APRIL 12. You may begin taking them as soon as you can arrange a suitable time with me and think you have mastered the skill over which you want to be tested. For a full explanation see **Study Tips & Help** under **COURSE INFO** on my webpage.

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

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.