Important Information

This document is intended to introduce you to the structure of the course so that you are clear about my expectations. Please read it carefully and ask me questions about anything that is not clear to you. Pay particular attention to the description of homework and the policy concerning missed tests. Be aware that a due date is a due date; late homework is not acceptable except for extraordinary reasons (my judgment determines what is extraordinary).

Reading  You are not freshmen anymore and this isn’t calculus. I will tell you what to read in the book or notes and I expect you to read it. Normally, we will first talk about a section in class and then you will read it (to fill in the details, say). Sometimes, you will read something new before we discuss it. In either case, you are responsible for doing the reading by the assigned dates.

Homework  Written homework is collected twice weekly (on Tuesday and Friday) and is collected at the beginning of the hour. You should have it out and ready at the beginning of class. Some homework from the LPL book is to be submitted to the book’s automated grader program at the website. That homework is also due when it is due. We will not discuss problems on the due date but rather on the day before the due date. Thus, problems assigned on Monday and Tuesday are discussed on Thursday and turned in on Friday. Start them before Thursday so that the discussion on Thursday is helpful. Problems assigned on Thursday and Friday are discussed on Monday and turned in on Tuesday. Of course homework is graded for correctness but substantial credit is allowed simply for turning in the assignment. Do not fail to turn in a homework assignment simply because you do not think you did well on it. I encourage you to work together on any assignment. Of course academic honesty and common sense require that only honest effort on your part be rewarded; do not turn in “joint” work which is really only the work of someone else.

Attendance  I don’t grade on attendance. You can decide whether the class sessions are useful to you. However you are responsible for whatever I say in class including announcements of assignments and the like. Also, class starts at 2:30 PM sharp. I’ll be there at that time. Common courtesy dictates that you arrive before class starts and stay until it ends. Let me know if a special circumstance requires otherwise.

Tests and Exam  Rather than attempting to decide which excuses for missing tests are sufficiently exculpatory, and realizing that there are such excuses, I will allow you to miss any test for any reason you deem acceptable. However, there are no makeup tests. Rather, if you miss a test, your exam grade will replace that of the missed test. Also, if your exam grade is higher than the grade of a test that you take, I will substitute the exam grade for the test grade. The final exam must be taken at the assigned time.

Website  The class website will contain important announcements, copies of all course handouts, and a list of all assignments. It also will contain useful links. You should make a habit of checking it regularly. It also provides a useful resource on those (rare) occasions that you must miss class.

See Me  If you are having trouble with the course, if you don’t understand something important, if you have some special circumstance that is getting in the way of performing well in this class, or you just want to talk about the course, see me. If you do not understand a homework assignment, see me (before the assignment is due). My office hours are listed on the first sheet. If those times are not possible, you can make an appointment or drop in if I’m around. I’m around most of the day every day. You can also call me at home at the number listed on the front of this sheet. You may contact me by email as well but realize that it is difficult to explain technical matters in a email response.