



## Policy for Make-ups and Late Assignments

1. No Make-ups. If you miss an assignment or a test, you shall receive a zero for that score.
  - Recall: Your single lowest test score can be replaced by the final exam.
2. Late homework accepted to my mailbox until the following class meeting for a max score of 50%.
3. Should extenuating circumstances occur, a retroactive withdrawal may be possible; consult the college catalog.
  - Add deadline:** February 19
  - Drop Deadline (no W):** March 5
  - Refund deadline:** February 19
  - Drop Deadline (with W):** April 2
4. Exceptions to policies listed in this syllabus will not be made, so don't ask!

## Attendance Policy

Roll will be taken daily by attendance sheet. It is your responsibility to sign in each day when the attendance sheet circulates. Two tardies are counted as one absence. Upon being absent more than the class meets in a week, a student may automatically be dropped from this class. If you experience an extended illness, contact me.

**Note:** It is always the student's responsibility to drop a class.

## Tardiness and Early Departure

I am intolerant of tardiness or early departure unless notified in advance. Late assignments due to tardiness are handled as any late assignment.

## Classroom Conduct

*You are responsible for conducting yourself in manner that respects the right of others seeking to learn.*

- Cell phones and pagers need to be turned off and put away.
  - If your cell phone rings during class, silence it IMMEDIATELY!
- Please do not talk when the instructor is talking.
- Please come to class prepared to participate.

Disruptive students will be given a warning after their first offense; thereafter, the disruptive student will be asked to leave if such behavior continues. Disruptions will be referred to the Dean of Students.

## Helpful Study Hints

1. Keep an open mind and a positive attitude.
2. Set goals for yourself in this class; realize why you *want* to perform well and take responsibility.
3. Complete your homework as soon as possible after class. Answer all parts to questions.
4. Always check your solutions, if possible.
5. Work in groups of two or more; check answers with friends.
6. Skim new material before class.
7. Set aside time daily to study/do homework/review for this class.
8. If you are experiencing major difficulty, see me immediately.
9. Studying for Tests: Memorize vocabulary/theorems, review notes, create your own practice tests.

**Syllabus is subject to change.**

## Class Phone Directory

Student Name	Email	Phone Number	Best Time To Call
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