

Welcome to the course! I encourage you to stay after class, come to my office hours, or make an appointment with me to discuss any material that is unclear to you. I wish you well in the course and all of your other academic pursuits this semester.

GRADING: 30% Homework, Quizzes
50% 3 tests
20% Final Exam

Tests : Three tests will be given in the Testing Center, PSA 21. You will need your Sun Card in order to take the test. You may use a calculator.

Final Exam : **Date: Thursday, May 1, 12:20-2:10**
Exam is comprehensive and will be given in your classroom. According to ASU policy, final exams can be rescheduled only under the following circumstances: (1) religious conflict, (2) the student has more than 3 exams scheduled on the same day, or (3) two finals are scheduled to occur at the same time. No final exams will be rescheduled for personal reasons.

Calculators: A graphing calculator is recommended; I will use Casio 9850 and TI-83, 83 Plus or 84, , but you are welcome to use your existing calculator.

ATTENDANCE POLICY:

Class attendance is MANDATORY, the following rules will be strictly enforced by all instructors. For classes that meet three days per week, the maximum number of allowed absences is six (6). For classes that meet two days per week, the maximum number of allowed absences is four (4). For classes that meet on other schedules, the number of absences allowed should reflect a similar ratio (two weeks worth of class meetings). **Students who exceed the number of allowed absences will receive a grade of EN.**

Math Testing Center: The Mathematics Department Testing Center is in PSA 21 (basement). To be admitted to the Testing Center, each student must have a valid ASU Sun Car. The testing center is open 8:00am – 8:00 pm Mon.-Thu. and 8:00am – 5:00pm Friday. Make sure you arrive *before* 6:30pm Monday – Thursday or 3:30pm Friday. The testing center will not allow late entry. Arrival before the door closes allows the student an hour and a half to complete the test. It is recommended by the testing center that students take exams as early as possible during the allotted time frame, since the testing center can get extremely busy in the evenings and on the last day possible to take the exam. *It is your responsibility to make sure that you take the exam by the date/time it is due. "Forgetting" the dates of the exam, arriving late, or an over-crowded testing center are NOT acceptable excuses to miss an exam.*

Tutor Center:

The Math Tutor Center in PSA 116 will be open Monday-Thursday from 8am – 8pm, Friday from 8am – 12pm, and Sunday from 12pm – 4pm. Be sure to go for help before it is too late and several days before an exam. In order to be admitted to the Tutor Center, each student must have a valid ASU Sun Card. The tutor center is free for all students currently registered in MAT 119.

IMPORTANT DATES:

Course Withdrawal:	March 28, in person and March 30, ASU Interactive
Complete Withdrawal:	April 29, in person

Additional Information:

Students who feel as though they are excused from class or an exam because of religious observances, medical reasons, or family emergencies are expected to contact the instructor before the class session/exam for which the student will be absent. The best way to reach me is via e-mail. My office phone number is NOT a reliable way to leave a message for me. Justification for after the fact absences **will** require corroboratory documentation and still may not be accepted. Please note that work emergencies do not constitute documented emergencies.

Students with differing abilities should arrange to meet with me by the end of the first week of classes to arrange for reasonable accommodations for their learning needs.

Please, turn off any cellular phones or pagers prior to entering class!

Reminder of Particular Departmental and University Policies and Procedures

Ethics:

It is highly unethical to bring to your instructor's attention the possible impact of your mathematics grade on your future plans, including graduation, scholarships, jobs, etc. The instructor may exercise an option to withdraw you from the course if they think you are compromising the ability to assess your work independently of any other consideration. Students found to be involved in academic dishonesty will be removed from the class and a grade of **XE** for the course will be submitted to the registrar. The student will be advised to repeat the course with another professor, possibly at another institution. This is the least action taken. Further, more serious actions may be taken if the situation indicated that such actions are appropriate.

Incomplete:

If there is a last-minute personal or medical emergency, the student may receive a grade of Incomplete and make up the final within one calendar year. The student must provide written documentation and be passing the class at the time to receive an Incomplete. Make-up exams will NOT be given for reasons of a non-refundable airline tickets, vacation plans, work schedules, weddings, family reunions, and other such activities. Students should consult the final exam schedule before making end-of-semester travel plans. *The Dean of the student's college must approve any exceptions to these rules.*

Honor Policy:

The highest standards of academic integrity are expected of all students at all times. The failure of any student to meet these standards may result in suspension or expulsion from the University or other sanctions as specified in the University Student Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism and/or facilitating such activities.