Website: http://www.smccd.net/accounts/hough/index.html
Materials:We won't be using a regular textbook. Every week or so, I will hand out material that we will use in the class. Keep this organized in a notebook so that you can easily refer to it.

Office: My office is in building 2, room 2307. It is on the same floor as the cafeteria. My office hours will be Daily 9:10-10:00 and MWF 12:10-12:30.

Attendance: Attendance on time is expected and required. If you know you will be absent, tell me before hand and get the assignment or call one of your classmates. Falling behind in a math class just doesn't work. Irregular attendance is grounds for being dropped.

Portfolios: We will do activities in class, sometimes in groups. There will also be assignments for you to work on outside of class, to be finished before the next class meeting. It is important that you keep up, or the new material presented in class will make no sense. As you complete work, organize it in a folder or binder. This portfolio of your work will be turned in each exam day. I will grade the portfolios on three categories: organization and neatness, completeness, and accuracy. I will "spot check" for accuracy by only checking a few problems in each assignment. Make sure you have checked your work with me or with a tutor in the learning center to insure that it is all correct! You want all of your portfolio points, AND you want correct work to study from for the exams! The portfolio counts for $15 \%$ of your grade in the class.

Quizzes: Some days when homework is due, I will start the class with a short "pop" quiz. These will be unannounced, and will be a problem straight out of the homework. Some days we will have a "group" quiz in which you will work together with three other classmates. There will be no make-up quizzes. Quizzes count for $15 \%$ of your grade in the class.

Participation: Each day that you are in class and participating, you will get 10 participation points. If you are late by more than 5 minutes, your points for the day go down to 5 . Some days you will get a chance to earn extra participation points. Participation counts for $10 \%$ of your grade in the class.

Exams: There will be approximately 4 exams. You are allowed to bring in one 3 inch by 5 inch note card to each exam. There will be no make-up exams, but your lowest score will be worth half as much as each of your higher exams. Exams will count for $60 \%$ of your grade in the class.

Grading: All letter grades will be determined by the following standard grading curve:

| grade $\geq 90.0 \%$ | A |
| :--- | :--- |
| $80.0 \% \leq$ grade $<90.0 \%$ | B |
| $70.0 \% \leq$ grade $<80.0 \%$ | C |
| $60.0 \% \leq$ grade $<70.0 \%$ | D |
| grade $<60.0 \%$ | F |

Important Dates:
Jan $20 \longrightarrow$ last day to drop with a refund.
Feb $10 \longrightarrow$ last day to drop.
Mar $17 \longrightarrow$ last day of class.
Mar $20 \longrightarrow$ first day of MATH 806.

