Materials: We will be using a text created by Skyline faculty specifically for this class. I will supplement the text periodically with handouts.

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 MW 12:10 - 1:00.

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. Once you have more than 5 absences, I won’t accept any late homework or quizzes.

Homework: I will expect you to complete the homework that I assign in class in time for the next day’s meeting. I will collect the homework at the beginning of class after it was assigned and give points based on completeness. You will receive half-credit for any homework turned in late. Homework counts for 10% 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, but if you are absent (up to 5 times!) you may do the quiz you missed for “half-points.” 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 3 exams. You are allowed to bring in 8 1/2 inch by 11 inch sheets of notes to each exam, but they must be written in your own handwriting. 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 45% of your grade in the class.

Final: The final exam will be given on Wednesday, Dec 13 from 8:10 - 10:40 and will be held in our classroom. The final is open book and open note. The final is cumulative and will count for 20% of your grade.

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

- grade ≥ 90.0% A
- 80.0% ≤ grade < 90.0% B
- 70.0% ≤ grade < 80.0% C
- 60.0% ≤ grade < 70.0% D
- grade < 60.0% F

Important Dates:
- Dec 1 — last day to withdraw from the class.
- Dec 8 — last day of class.
- Dec 13 — final exam.