Materials: We will be using a text created by Skyline faculty specifically for this class. Make sure you get the January 2009 edition. I will supplement the text periodically with handouts. You will also need a ruler that you can use to measure in inches and centimeters.

Office: My office is in building 7, room 7324A. My drop in office hours will be daily from 10:10 - 11:00. In addition, you can make an appointment to see me either on Tuesdays and Thursdays from 11:10 - 12:00, or daily from 8:30 - 9:00.

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 10 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. Answers to homework are to be written on a separate piece of paper except for filling out tables or other things that are hard to reproduce. In that case, you may attach that page from the book to your other answer sheet. 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 10 times!) you may do the quiz you missed for “half-points.” Quizzes count for 15% of your grade in the class.

Supplemental Instruction: LSKL 811: You are required to complete extra hours outside of class in activities that contribute to your success in the class. The Supplemental Instruction class will be held on Tuesdays from 7:45-9:00 in room 5102 and will cover study skills and life skills. Your grade in LSKL will be based on your participation in the activities on Tuesday mornings. Supplemental Instruction counts for 10% of your grade.

Participation: Each day that you are in class and participating, you will get 10 participation points. If you are too late (after 9:15) or leave early (before 10:00), your points for the day go down to 5. Some days you will get a chance to earn extra participation points. Participation counts for 5% of your grade in the class.

Exams: There will be approximately 5 exams. You are allowed to use your book and your notes on the exams, but any handwritten notes 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, May 27 from 8:10 - 10:40 and will be held in our classroom. The final is open note and open book. The final is cumulative and will count for 15% of your grade.

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

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>grade ≥ 90.0%</td>
<td>A</td>
</tr>
<tr>
<td>80.0% ≤ grade &lt; 90.0%</td>
<td>B</td>
</tr>
<tr>
<td>70.0% ≤ grade &lt; 80.0%</td>
<td>C</td>
</tr>
<tr>
<td>60.0% ≤ grade &lt; 70.0%</td>
<td>D</td>
</tr>
<tr>
<td>grade &lt; 60.0%</td>
<td>F</td>
</tr>
</tbody>
</table>

Important Dates:
- Feb 13 - 16 → holiday
- Feb 17 → last day to drop
- Mar 11 → Faculty Flex Day - no classes
- Apr 6 - 12 → Spring recess
- April 30 → last day to withdraw
- May 27 → Final Exam.