Instructor Contact Information:
Matt Lafferty
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Office: MATH 622
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** The best way to reach me will be by email, I check it often and will respond quickly.

Office Hours: Tuesday 12:30-1:30pm, Wednesday 9:30-10:30am, Thursday 11:30am-12:30pm, or by appointment.
** Office hours will be held in the Math East lobby.

Homework Policies:
Homework in this course will consist primarily of problems from your text and pages from your workbook, with each assignment being weighted equally. Details will be given in class and available on my web page. All assignments are due at the beginning of class on the due date. Late work will not receive credit in this class, but I will drop two homework scores at the end of the semester to account for unavoidable absences, etc. After these scores have been dropped, your remaining scores will be averaged to determine your homework grade for the course. If you must miss class, I recommend that you find a way to get your homework to me on time or early. (Otherwise, no credit will be given). You may have a friend bring your assignment to me at our classroom or at my office. Also, remember to check with me or with a classmate to see what you missed.

Homework assignments:

- I will select several problems from each assignment to grade. I generally do not grade every problem.

- For each homework assignment 10% of the total points will be awarded for including your name and stapling multiple pages (if needed). The remaining points will be assigned based on completeness of the overall assignment, and both mathematical accuracy and completeness of your answers/explanations on the problems that are graded.

What I expect from your homework assignments:

- You are expected to read each section of the text before attempting the assignment. In fact, to get the most out of the homework I recommend reading the section first and then attempting the problems without referring to the text. After you have done this, go back and solve those problems you had trouble with using your book. You may not be able to get all of the problems at first (and that is okay), but trying them without referring to the text will help you clarify what you understand and what you do not. In my experience doing your homework this way will significantly improve your understanding of the material. Even better, read the section before we discuss it in class. It will make the class that much easier to follow.
• All paper assignments must have your name on them and be stapled (if more than one page). Tape is okay if only 2 pages, but please, no paper clips or creative folding techniques. Keep in mind that you assume all risk of loss of any non-stapled pages. See above for more details.

• Please read ALL of the directions for each problem and follow them completely. (Amazingly enough, this is one of the biggest reasons why students earn low homework scores in this class!)

• Every problem should be done. This requires that you do not wait until the hour before class to begin your assignment. That way, you will have time to go to office hours or the tutoring room for help if/when you need it.

• All work must be legible and shown in clear, logical order (i.e. show your work!) Illegible work will not be graded. Please do your best to write neatly! Include units on answers whenever appropriate, and label all graphs. If you have used your graphing calculator to graph a function, label the viewing window you have used.

• Write your solutions so that they could be understood by most anyone. Many problems will ask you to interpret your solution or to explain how you arrived at it. Please explain as clearly as you can, and be sure to use complete sentences. You should find that, if you can explain your process clearly in words, your understanding of the mathematical ideas will be clear, too.

• In this course as with most math courses, it is vital that you completely understand each topic we cover since each “new” topic really just builds on what we’ve already learned. So, when you do not fully understand an idea, remember that you have many sources of help: your text, free campus tutoring services, and especially office hours. If the scheduled office hours don’t fit into your schedule, feel free to email me and we can make an appointment that works for you.

• Discussion of homework problems (“working together”) is encouraged, but all answers and work must be your own. A warning will be issued to students turning in identical homework problems the first time it happens. After that, points may be deducted and the Dean of Students may be notified in accordance with the Code of Academic Integrity. Please, do not copy!

★ There are no opportunities for extra credit or to redo unsatisfactory work in Math 112. Please do not ask.