
Calculator: A graphics calculator is an important tool that will be used in this course. Students are expected to have a working calculator for each exam. Calculator swapping is not permitted during exams. Some helpful calculator programs can be found at http://math.arizona.edu/~krawczyk/calcul.html.

In-Class Exams: The four in-class exams are tentatively scheduled for Thursday, February 5; Monday, March 2; Tuesday, March 31; and Wednesday, April 29. Each exam will be worth 100 points. A 50 point department preliminary exam covering algebraic skills that are essential for success in Math 124 will be given on Thursday, January 22. An on-line review can be found at http://prep.math.lsa.umich.edu/pmc. No calculators will be allowed on the preliminary exam. All electronic devices, particularly cell phones, must be turned off during ALL exams.

Final Exam: The final exam is a common department exam worth 200 points. It is scheduled for Monday, May 11 from 2:00 – 4:00 pm. Additional information and a study guide can be found at http://math.arizona.edu/~calc. The University’s Exam regulations will be strictly followed (see http://www.registrar.arizona.edu/schedule091/exams/examrules.htm).

Homework: Homework is an essential component of the course and will be assigned regularly and submitted in two formats throughout the semester:
1. A computer grading program called WebAssign will be used for some problems assigned from the text (more information is given at the end of this document). 2. Hand-written homework showing all work with proper notation will also be submitted. These problems will come from the text and/or from a set of problems created by your instructor.
A final homework score equivalent to one test, 100 points, will be assigned; the computer-based homework will account for roughly 70 points, while the hand-written homework will make up the rest of the 100 points. You will turn in more than 100 “points” of homework – your scores will be averaged to compute a total homework score out of 100.

Homework is so essential because the best way to learn math is by DOING math. Before attempting the homework problems, students are expected to read the appropriate section. Ideally, students should read each section before that material is covered in class. Hand-written assignments are expected to be neat, and all work must be shown. Keep in mind that “solutions” will be worth more than “answers”. Many homework problems will ask for a written explanation. In such cases, sentences which clearly and completely answer the question are expected.

Hand-written homework will by due by the beginning of class on the due date, and late homework will not be accepted for any reason. Instead, several low/missing homework scores will be dropped at the end of the semester. Likewise, the computer-based homework will be due at
the specified due date and time. Many of these problems will allow for more than one submission before the deadline, so if you don’t procrastinate, you’ll have a chance to improve your initial score!

Each hand-written assignment will be given a score out of a 10-point scale. You will earn 2 points for the assignment simply for writing your name on your paper, stapling (when there are 2 or more pages), and completing the assignment. The other 8 points will be awarded based on the correctness and completeness of your solutions in the problems I select to grade (I may not grade every problem).

Discussion of homework problems (“working together”) is encouraged, but each student is expected to write up his/her own unique solutions. Students are also strongly encouraged to ask questions during office hours and to use the free tutoring available.

In addition to homework, brief quizzes may be given to assess student progress during the semester. Quizzes may be announced or unannounced, and make-up quizzes will only be given at the discretion of the instructor. Any quizzes given will be counted in the same way as hand-written homework scores.

**Attendance:** Students are expected to attend every scheduled class and to be familiar with the University Class Attendance policy as it appears in the General Catalog. It is the student’s responsibility to keep informed of any announcements, syllabus adjustments or policy changes made during scheduled classes. The instructor may drop students for non-attendance in accordance with university policy. Students are expected to behave in accordance with the Student Code of Conduct and the Code of Academic Integrity. The guiding principle of academic integrity is that a student’s submitted work must be the student's own. University policies can be found at [http://dos.web.arizona.edu/uapolicies](http://dos.web.arizona.edu/uapolicies).

**Tutoring:** Tutoring is available on campus in several locations. The Math Department maintains a free drop-in tutoring room in MATH EAST 145. For more information on this and other sources of tutoring, see your instructor and/or the class web page.

**Students With Disabilities:** If you anticipate issues related to the format or requirements of this course, please meet with your instructor to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; [http://drc.arizona.edu](http://drc.arizona.edu)). You should notify your instructor of your eligibility for reasonable accommodations by Friday, January 23. You and your instructor can then plan how best to coordinate your accommodations.

**Grades:** The total number of points available on tests, quizzes and homework is 750, broken down as follows:

- Homework/Quizzes: 100 pts
- Preliminary Algebra Test: 50 pts
- In-class Tests (4 × 100): 400 pts
- Final Exam: 200 pts
- Total: 750 pts

Your final course grade will be determined by a percentage of the 750 total possible points in the course. A: 100-90% B: 89-80% C: 79-70% D: 69-60% E: 59-00%.

**Students withdrawing from the course:**
If you withdraw from the course by February 10, the course will be deleted from your enrollment record. If you withdraw from the course by March 10, you will receive a grade of W.
University allows withdraws after March 10, but only with the Dean’s signature. Late withdraws will be dealt with on a case by case basis, and requests for late withdraw with a W without a valid reason may or may not be honored.

**Incompletes:** The grade of I will be awarded only in accordance with University policy, and is not intended for students who need to repeat the course.

**Computing Resources:** Information about using computers on campus, setting up a UA email account, and computer support can be found at [http://www.oscr.arizona.edu](http://www.oscr.arizona.edu). A list and map of open access computing facilities on campus can be found at [http://www.oscr.arizona.edu/maps](http://www.oscr.arizona.edu/maps).

**Instructions for WebAssign:** To create an account for our class go to [http://webassign.net](http://webassign.net), click on the Log-In button, then click on the I Have a Class Key button. Our class key is **arizona 3756 6503**. You must do this even if you have used WebAssign in the past or are using it for another course this semester. There is a 14-day grace period (from the first day of classes) before you must purchase your access code for our class. Each time you log-in, you will see a reminder.