

IT IS THE RESPONSIBILITY OF THE STUDENT TO BE FAMILIAR WITH SOUTH PLAINS COLLEGE POLICIES. BELOW ARE ITEMS SPECIFIC TO THIS COURSE

Assessment: Grading will be done according to the standard 10 percent scale (i.e. 100% - 90% is an A, etc.) with assignments weighted according to the following:

Homework	15%
Participation (average)	16%
Tests (4)	each 16%
Final Exam	20%

Class Attendance: Students are expected to be in class and prepared for the day's lesson. Students are responsible for the material covered in this course, whether or not they are in class for any reason. A student missing two consecutive weeks of classes or 5 individual class days without continuing notification will be dropped from the course. Please note that state law only allows for 6 withdrawn courses total.

Homework: MyMathLab will be used in this course. Homework is expected to be done daily. Written assignments may also be given as necessary where long-form answers are required or work needs to be shown. Any long-form answers must have all work shown in an organized fashion, and all answers must be given in complete, grammatically correct sentences that convey a logical thought process and answer the question or address the issue. Late work is not accepted.

Participation: Participation consists of in-class assignments, problems presented on the board, or quizzes given in class.

Board Problems: All students may be asked to present problems on the board during class. Volunteers will usually be requested first. If no volunteers come forward, students may be called at random by the instructor to present problems. Any student who has presented a problem on the board is then exempt from presenting problems until all class members present have presented problems. A presentation consists of a clear statement of the problem, all steps necessary for solving the problem are shown, and the end result is clearly indicated. If necessary, oral explanations may be asked for with certain steps. The presenter may be responsible for answering questions asked by the instructor or other students.

Quizzes and In-class Assignments: Quizzes will be given as necessary to determine the collective standing of the class. Quizzes will usually be announced in advance, but this is not a requirement; pop-quizzes may be assigned. Problems will be taken from the homework directly, and are open notes/homework. Other in-class assignments may be given as necessary.

Exams: There will be at least four midterm exams given during this course. Questions will be similar to assigned homework problems or quiz questions. During exams cell phones, laptops, and other such objects should be turned off and put away. There is no tolerance for violations. Students who break these rules will be asked to leave the exam (counted as an absence) and receive a zero for their exam grade. *Makeup exams are not given.*

Final Exam: The final exam is comprehensive, and a required part of the course. Failure to take the final exam results in an automatic F. As the final exam is comprehensive, your course grade will not be lower than your final exam score. The Final Exam will be held in this classroom on Wednesday, December 14, from 5:30 pm - 7:30 pm

Civility in the classroom: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Given that students may be asked to present material as a part of the course, and contribute openly in class, troublesome behavior will not be tolerated. At a minimum, this includes use of cell phones, making offensive remarks, reading newspapers, arriving late, leaving early or engaging in any other form of distraction. Infractions will be dealt with proportionally to the offense, and may include dismissal from that class period (which will count as an absence on your attendance record). Tobacco products are not permitted in the classroom.

Honesty: “Scholastic dishonesty” includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student. Incidents of academic dishonesty will be promptly reported and dealt with.

Campus Resources: Students have access to tutoring in M116 on the Levelland campus, or Building 4 on the Reese campus. MyMathLab also has videos and other instructional resources, including the ability to create sample quizzes and tests, found in the “Study Plan” section. You may access other videos on blackboard by logging in with the username “mvideos” (the password is “mvideos” as well.) There is also YouTube, Khan Academy, and many other online sources. I will be available for tutorial sessions before classes begin (on the days we meet for class).

ADA Compliance: SPC Disability Statements

Reese Center and the Byron Martin Advanced Technology Center (ATC) Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance to federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in Rooms 809 and 811, Reese Center Building 8, 806-716-4675.