

Trigonometry Course Policy Addendum

Math 111, section 7, fall 2006
2:00-2:50 p.m. MW, PSYCH 204

Contact information

- Instructor: John Kerl.
- Office: Math 318.
- Office hours:
 - In my office: Mon. 3:00-4:00, Tue. 2:00-3:00, Fri. 2:00-3:00, or by appointment.
 - In the tutor center (Math East 149): Tue. 3:00-4:00.
- Phone: (520) 621-1658.
- E-mail: `kerl at math dot arizona dot edu`.
- TA supervisor: Doug Clark, office MTL 121A, phone (520) 626-8013.

Homework policy

Homework is an essential component of the course: it helps you prepare for the exams, and it helps me gauge your understanding of the material. Homework is assigned each class period, excluding exam days.

Unless otherwise specified, homework is due in class, the next class period after the assignment date. I will usually return homework the following class period. Since this class meets Monday and Wednesday, a homework assignment given on Monday would be due Wednesday and would be returned to you the following Monday.

I ask for homework assignments at the start of class. **Any assignments not received by me in class are not accepted for any reason.** While this policy sounds harsh, in fact it liberates me from judging the quality of your reason for not having your homework. The lowest few (probably 4) homework grades over the course of the semester are not included in the semester grade. (However, I do accept early homework. Assignments may be dropped off at the math department front desk.)

Unavoidable absences: See the Absence Policy section of this document.

Homework scores are divided equally among (a) setting up the problem correctly and (b) correctly doing the algebraic work of solving the problem.

Homework assignments are each given a score from 0 to 10 points. At the end of the semester, the lowest few homework scores are dropped, as noted above. The remaining scores are then added up and re-scaled to 50 points. This becomes your homework score as described in your Course Policy handout.

In mid-semester, there will be a major quiz on graphs, which contributes 50 of 450 points to your semester grade. Besides that major quiz, I will have short (5-minute) quizzes every few class periods. These will count as much as a homework assignment.

For example, suppose there are 31 homework assignments and 9 small quizzes over the course of the semester. This makes 40 items for your homework/quiz grade. Suppose your lowest 4 scores are dropped at the end of the semester. Since homework/quizzes are given a score from 0 to 10 points, your total score would be between 0 and 360 points. This will be rescaled to a 0-50 point range for computing the final grade. Suppose you had a total of 243 points out of 360. This would be divided by 360, then multiplied by 50. In this example, $(243/360)*50 = 34$.

You are encouraged to collaborate by working together with your classmates, attending the tutor center, or talking to me during my office hours. However, the work you turn in to me must be your own. See the Academic Integrity section of your Course Policy handout for more information. On the day before an

assignment is due, I may take a few questions about that assignment; on the day an assignment is handed back, I may address a few frequently-missed problems in class. However, I do not discuss an assignment the day it is due.

You should work all assigned problems. I do not grade all problems, and I do not tell you ahead of time which problems are graded and which are not. The problems I choose to grade are a representative cross-section of all the assigned problems.

Math 111 course policy prohibits extra credit.

Homework format:

- Please do your work on 8.5x11" notebook or graph paper.
- Please write your name on every page.
- If your solutions take up more than one page, please staple the pages. Unstapled multi-page assignments will have 2 (out of 10) points deducted, down to a minimum homework score of 0 points.
- Likewise, if you rip pages out of a spiral notebook, please either use perforated notebooks (available at the campus bookstore), or cut the frillies off. Assignments turned in with frillies will have 2 (out of 10) points deducted. If your assignment is unstapled *and* has frillies, I will deduct 4 points.
- An illegible problem solution is given a zero score for that problem.
- I do my best to give partial credit, and to understand your work. If I have difficulty following your reasoning, I will indicate on your paper that I do not understand, and I will not give credit for the problem. If you wish to discuss such situations further, please do so after class or during my office hours.

Absence policy

Students are expected to be present for all exams. If a verifiable emergency arises which prevents you from taking an in-class exam at the regularly scheduled time, you must notify me as soon as possible, and in any case, prior to the next regularly scheduled class. Make-up exams will be administered only at my discretion. If a student is allowed to make up a missed exam, he/she must take it at a mutually arranged time. No further opportunities will be extended. Failure to contact me as stated above or inability to produce sufficient evidence of a real emergency will result in a grade of zero on the exam.

As noted above, late homeworks are given no credit. I drop the lowest 2-3 homework grades. I do this because we all have the occasional cold, flat tire, etc. I make two exceptions: (1) Dean of Students excuses, and (2) medical excuses. If you are going to be missing class frequently due to medical reasons, I will be willing to work with you only upon receipt of a signed medical excuse. Does this mean you need to bring a doctor's note when you have a cold? No — the occasional cold falls under my policy of dropping the lowest 2-3 homework/quiz grades. If you need further consideration than 2-3 assignments, then in return I ask you to provide documentation from your doctor.

Students with disabilities

If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me official notification of your accommodation needs as soon as possible. Please do this by the second week of classes (Wed. Aug. 30, 2006) *at the latest*. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Classroom behavior

When you have a question, please ask it. Raising your hand is polite but not necessary. Please turn off your cell phone in class, or silence it. Talking on the phone during class is unacceptable, as is text-messaging or

sleeping. If you do so, I will ask you to leave the classroom. See also the Classroom Conduct section of your Course Policy handout.

Changes

The contents of this document are subject to change, upon reasonable notice from the instructor to the students.