GENERAL INFORMATION ABOUT THIS COURSE

I. Study Habits
   A. As a general rule you should plan to study two hours outside of class for each hour in
teach.
   B. If you spend 15 minutes on a paragraph or problem and get nowhere, temporarily go on
to something else. If this happens on an exam, change 15 to 5.
   C. You will find it helpful to rewrite class notes as soon as possible after class, when de-
tails are still relatively fresh in mind. This procedure is also likely to uncover poorly
understood points on which you may wish to ask questions.

II. Office Hours
   A. Please prepare your questions before coming, as others may be waiting.
   B. When you arrive at my office if the door is closed, please knock and wait. Also if the
door is open and I am talking to someone else, please wait in the hall, not in the office.
   C. If my office hours are not convenient for you and you wish to see me, speak to me in
class so we can set up an appointment.

III. Homework
   A. Homework will be assigned and graded via WebAssign. To enroll in WebAssign (re-
quired) copy the following link into your web browser, make the page a favorite, and
then click on "I have a Class Key".
   https://www.webassign.net/student.html
   Next enter the WebAssign Class Key for this section which is: hunter 4530 9051 Now
follow the instructions to create your account. Your homework grades will contribute
10% of your course grade. See VI(B).

IV. Calculators and Computers
   A. I recommend but do not require that you purchase a graphing calculator. The one I
know best is the TI-85. However, there are many other variations (e.g. TI-82,83,89,92).

V. Examinations
   A. There will be three (3) in-class examinations and a final. All of them will be multiple
choice exams. MAKE SURE TO BRING #2 PENCILS WITH AT LEAST
ONE GOOD ERASER TO EACH EXAM.
B. I DO NOT GIVE MAKE-UP EXAMINATIONS, EVEN IN CASES OF OTHER EXAMS ON THE SAME DAY, ILLNESS, OR FAMILY EMERGENCIES WITH ONE EXCEPTION. I will give a make-up final if the following conditions are met:

1. You have a C average or better on all exams taken prior to the final and you have taken at least two such exams; and
2. You provide me with a signed statement explaining why you missed the final together with DOCUMENTATION (e.g. a note from a doctor stating that you were under his care); and
3. I regard the excuse as reasonable.

C. If you miss an exam other than the final, then I will use the remaining exam grades to compute your final course grade.

D. If you miss two examinations prior to the final and still want a grade for the course, you must consult with me at least one week prior to the final and present a strong case for special consideration.

E. The wise student will take this as an incentive to prepare for and take all in-class exams regardless of how well he has done or expects to do on other examinations.

VI. The Course Grade

A. If you miss the final exam and have a D or F average in the in-class examinations you fail the course. The reason for missing the exam is irrelevant.

B. I will average the best four of the five scores in the list (exam1,exam2,exam3, final, final) to obtain your exam average $E$. I will compute a course average $X$ by taking a weighted average of $E$ with your homework average $H$ as follows: $X = .9E + .1H$. Letter grades will be assigned as follows:

$A+ = (97.5 \leq X \leq 100)$, $A = (92.5 \leq X < 97.5)$, $A- = (90 \leq X < 92.5)$,
$B+ = (87.5 \leq X < 90)$, $B = (82.5 \leq X < 87.5)$, $B- = (80 \leq X < 82.5)$,
$C+ = (77.5 \leq X < 80)$, $C = (70 \leq X < 77.5)$,
$D = (60 \leq X < 70)$,
$F = (0 \leq X < 60)$.

C. I accept requests for CR/NC grading up to the final exam date. Persons content with a NC need not take the final exam.

D. I do not give the grade INC (incomplete) unless the conditions of V. B are met.