

Course Policy

Course: Math 120R – Calculus Preparation

Section: 001

Times: MWF 8 – 8:50, T 8 – 9:15

Text: *Functions Modeling Change* (2 ed.)
Connally, Hughes-Hallet, et al.

Instructor: Chris Jewell

Office: MTL 120H

E-mail: cjewell@math.arizona.edu

Office Hours: Mon 9 – 10

Wed 3 – 4

Tue 11 – 12 (Tutoring room)

Attendance

Daily attendance is expected from every student. Students who miss the first class meeting will be administratively dropped unless they have made other arrangements. In addition, students with more than 3 unexcused absences may be administratively dropped from the course (See Administrative Drop Policy at <http://catalog.arizona.edu/2006-07/policies/classatten.htm>.) If you need to miss class for unavoidable circumstances, see me as soon as possible.

Calculators

A graphing calculator (TI-82, 83, 84, 85 or 86) is required for this course. Calculators that perform symbolic manipulations (such as the TI-89 or TI-92) cannot be used. For in-class exams, quizzes, and the final exam, the only programs allowed in your calculator are the EVALUATE and QUADRATIC FORMULA programs which will be discussed later.

Grades

Breakdown of points:

Homework/quizzes	100 points
Labs	100 points
In-class exams total	400 points
<u>Final exam</u>	<u>200 points</u>
<i>Total possible points</i>	800 points

The following scale for semester averages is guaranteed not to be raised:

720 – 800 points	90 – 100%	A
640 – 719 points	80 – 89%	B
560 – 639 points	70 – 79%	C
480 – 559 points	60 – 69%	D
0 – 479 points	0 – 59%	E

A grade of Incomplete will be given only at the instructor's discretion, according to University Policy as described at <http://www.registrar.arizona.edu/grade政策/incomplete.htm>

Homework

Homework is an essential component of this course and will be required from each student on a regular basis. Homework will be due almost every class meeting. During weeks which include an exam this may vary slightly and will be discussed the week previous. Homework is worth 100 points of your final grade. Selected problems from each assignment will be graded. Each assignment will be graded out of a possible 10 points. At the end of the semester, the lowest 3 scores (including missing assignments) will be dropped, and the homework points will be scaled down to a total of 100 possible. Quizzes and other in-class assignments may also be given and counted in the homework score.

Homework is due at the beginning of the class. You are expected to have the homework done and turned in before the lecture begins. Late homework will be corrected but not counted.

Homework assignments may consist of problems from the textbook, the workbook, original problems concocted by the instructor, and any other source which seems to have devilish-enough problems.

Discussion of homework problems (“working together”) is encouraged, but each student is required to write his/her OWN solutions. Students are advised to seek help whenever needed. Students are also encouraged to ask questions during office hours and to use the free tutoring available.

Specific Homework Procedures:

- Homework is due at the beginning of the class period. No exceptions.
- Homework should be done on regular (white) 8 1/2" x 11" notebook paper. No fringes or loose spiral binding.
- The following information should be in the top right corner of each homework: name, due date, Math 120R-001, and assignment number.
- Multiple pages should be STAPLED together. Crazy corner origami is NOT a staple.
- Each problem should be neatly written, with all intermediate steps included and the problem number clearly marked. Written explanations should be included whenever appropriate. If necessary, answers should include units. Graphs should be neat and have units clearly labeled.
- Answers should be clearly indicated (boxed, circled, highlighted, etc.)
- Correct answers not supported by work will not receive credit.

Any assignments not meeting these guidelines may not be accepted or not graded.

Labs

The lab portion of this class will be held on Tuesday. See Lab Policy sheet for more details. The labs will count as 100 points toward your final grade.

In-class Exams

There will be four in-class exams. All exams are closed-book and closed-notes. The exact dates of the in-class exams will be announced in class at least one week in advance. Any questions regarding the grading of exams need to be cleared up within one week after the exam has been returned. Please note that exams will **not** be curved and there is **no** extra credit.

Missed Exams

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 the discretion of the instructor. If a student is allowed to make up a missed exam, (s)he 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.

Final Exam

There is a comprehensive common final exam. The Final Exam is on Wednesday, December 13, 2006 from 8:00 to 10:00 a.m. Please do not arrange to leave town prior to this date as this exam will only be given on the date scheduled by the University.

Academic Integrity

Students are responsible to inform themselves of University policies regarding the Code of Academic Integrity. Students found to be in violation of the Code are subject to penalties ranging from a loss of credit for work involved to a grade of E in the course, and possibly risk suspension or probation. The Code of Academic Integrity will be enforced in all areas of the course, including, but not limited to, tests and quizzes. For more information about the Code of Academic Integrity policies and procedures, including information about your rights and responsibilities as a student, see <http://dos.web.arizona.edu/uapolicies/cai1.html>.

Classroom Conduct

Students at The University of Arizona are expected to conform to the standards of conduct established in the Student Code of Conduct. Prohibited conduct includes:

1. All forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Interfering with University or University-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
3. Endangering, threatening, or causing physical harm to any member of the University community or to oneself or causing reasonable apprehension of such harm.
4. Engaging in harassment or unlawful discriminatory activities on the basis of age, ethnicity, gender, handicapping condition, national origin, race, religion, sexual orientation, or veteran status, or violating University rules governing harassment or discrimination.

Students found to be in violation of the Code are subject to disciplinary action. For more information about the Student Code of Conduct, including a complete list of prohibited conduct, see the following website: <http://web.arizona.edu/~dos/uapolicies/scc5308abcd.html>

Any form of disruptive behavior during a class is not acceptable. This includes talking, sleeping, reading a newspaper, or any other activity which involves not paying attention and distracting other students from paying attention. What constitutes disruptive behavior is at the discretion of the instructor. Eating and drinking are also not allowed in class.

Cell phone use is prohibited during class. Cell phones should be turned OFF prior to the beginning of class. If a phone rings on 'vibrate' it is still disruptive and will be treated as such. Any other form of cell phone use, including, but not limited to, text messaging is also not allowed.

Withdrawal

A student may withdraw from the course with a deletion from record through September 15, 2006, using Student Link. A student may withdraw with a grade of "W" through October 13, 2006, using a change of schedule form with your instructor's signature.

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; drc.arizona.edu) and notify your instructor of your eligibility for reasonable accommodations by Friday, September 1. You and your instructor can then plan how best to coordinate your accommodations.

Resources for Students

Math Tutoring Rooms

The Mathematics Department offers open (free) tutoring to students in its classes. The tutoring room for this course is located in Math East room 149. The tutoring room is open Mon – Thurs 11:00 am – 4:00 pm and Fri 11:00 am – 2:00 pm.

Other Campus Tutoring Services

There are various tutoring services provided by various organizations across campus. Many are free and open to all students, but some carry a fee and/or restrictions on who can participate. The Mathematics Department maintains a list of these as well at: <http://math.arizona.edu/~tutoring/>
You may also want to look at the University Tutoring Services site located at:
<http://www.tutoring.arizona.edu/>

Private Tutoring

Lists of private tutors are maintained by the Mathematics Department, by the Center for Retention and Recruitment and by other campus organizations. A list of private tutors is also available at: <http://math.arizona.edu/~tutoring/>

University Learning Center

The University Learning Center provides Learning Assistance Workshops and courses designed to help students develop learning skills. Free, non-credit study strategies workshops such as Note-Taking Strategies, Reading Textbooks, Exam Preparation, Test-Taking Strategies, and Time Management are offered. For more information contact University Learning Center in Old Main, Room 202; 621-4548; <http://www.ulc.arizona.edu>