Section Policies
Fall 2010

Course: Math 112: College Algebra and Applications, Section 043
Time/Room: 4:00 - 4:50 PM, PAS 404
Instructor: Sarah Mann (smann@math.arizona.edu)
Course Website: http://math.arizona.edu/∼smann/Fall10/Math112/
Office Hours: Mondays 10 - 11am, Tuesdays 5 - 6pm, and Fridays 1 - 2pm in Math 504 or by appointment. Hours subject to change, check course website for current hours.

Section Policies
This section will follow the general course policy for Math 112. This document outlines additional policies for this section and is subject to change at the instructor's discretion. Check the course website for the most current version.

Classroom Conduct
It is expected that all students will attend class daily and will engage and participate in classroom activities. Students should arrive on time and stay for the entire class period. Use of cell phones, laptops, mp3 players and other digital devices is prohibited, as are food and drinks (water is ok). Please be respectful of your fellow classmates and the instructor.

Grading
Written and electronic homework and in-class assignments/quizzes account for 150 points of your final grade. Each homework assignment and each quiz will be worth 10 points. At the end of the semester, cummulative homework and quiz grades will be normalized to 150 points. See the course policy for more details on grades. **There is no extra credit, late assignments will not be accepted, and missed quizzes may not be made up**. Instead, several low or missing homework and quiz scores will be dropped at the end of the semester. Extreme circumstances will be handled at the instructor's discretion.

If you have any questions about the grading of your work come see me as soon as possible. Requests for regrades of all graded work must be submitted within two weeks of the work being returned to the student.

Homework
Homework is an essential component of this course as the most effective way to learn math is by *doing* math, *i.e.* working problems and practicing concepts learned in class. Homework will also help prepare you to succeed on the midterm and final exams. There will be two types of homework assigned: written assignments and WebAssign problems. Homework will be assigned for most class meetings. Written assignments will be due at the beginning of the class period; WebAssign problems will be due at predetermined times.

Written Assignments
I expect all written assignments to be done neatly, carefully, and correctly. It is just as important that you demonstrate an understanding of the process of solving problems and clearly communicate how you arrived at your solution as it is that you get the correct answer. In preparing your homework solutions, you should seek to show me that you understand how you arrived at your answer and why your answer is correct. To this end, part of your homework grade will be based on presentation and format. Illegible or unintelligible solutions will not receive any credit. Specifically, for every written assignment you must:

- write your name, the course number and section, the textbook section number(s), and the assignment's due date,
- write on only one side of each page,
- staple together multiple pages,
- remove any 'fringes' from papers,
- label each problem with the problem and section number,
- draw a box around the solution to each problem,
- write one problem under another with at least one blank line in between,
- use complete English sentences with correct grammar and spelling for problems which require an explanation,
- write legibly and neatly.

Homework solutions that do not adhere to these guidelines will not receive full credit.

Typically, I will only fully grade a few problems from each written assignment and check to make sure that the other problems have been attempted. For some homework assignments I may grade all assigned problems, and for other assignments I may simply check that the homework was attempted.

WebAssign
WebAssign is an online grading program. Student accounts can be purchased online at http://www.webassign.com. Some of your homework assignments will consist of problems on WebAssign. You must complete the assignment by the due date in order to receive credit.

To obtain a WebAssign account, go to http://www.webassign.net and click on the LOG-IN button, then click on "I have a class key". The class key is **arizona 7318 2599**. Submit this key and follow on screen instructions.

You will need to purchase an access code for WebAssign, but you do not need to do this immediately. Your account comes with a 14 day free trial; I recommend you use this trial period before you purchase a full access code in case your schedule changes in the first few weeks.

Quizzes
Quizzes will given throughout the semester to assess student progress. Quizzes may be announced or unannounced, and make-up quizzes will not be given.

Collaboration
Discussion of homework problems ("working together") is encouraged, but each student is expected to write up his/her own solutions (see academic integrity note). Students are also encouraged to ask questions during office hours and to use the free tutoring available at the THINK TANK (www.studentaffairs.arizona.edu/thinktank).

Collaboration can be an effective way to work through challenging material. However, you should be sure that you can do all problems on your own and understand the material independently. Your test grades depend on it.

Textbook
Your textbook is a valuable resource in this course. I will assign reading from the textbook as part of your homework. It is important that you do this reading carefully as it will prepare you for class, and help you complete your written assignments. There will also be some material covered in the textbook that we will not cover during the class period; you are responsible for this content.