# College Algebra
Math 110, section 10, fall 2005
Course policy addendum

## Location and time

8:00-8:50 a.m. MTRF, Education 316

## Contact information

Instructor: John Kerl
Office: Math 318
Office hours: Mon. 10:30-11:30 in my office, Thu. 2:30-3:30 in my office, Fri. 2:00-3:00 in my office, Fri. 12:00-12:50 in the tutor center (Math East 149), or by appointment.
Phone: (520)621-1658
E-mail: `kerl at math dot arizona dot edu`
TA supervisor: Scott Clark, office Math 309, phone (520)626-8930.

## Homework policy

Homework is assigned regularly. It is an essential component of the course: it helps you prepare for the exams, and it helps me gauge your understanding of the material.

There are approximately two homework assignments per section; approximately two days are required to cover a section. These rates may vary slightly through the semester. Unless otherwise specified, homework is due at the start of class, two class periods after the assignment date. I attempt to return homework within two class periods of the due date. This class meets Monday, Tuesday, Thursday, and Friday. So, for example, in most cases a homework assignment handed out on Monday would be due Thursday and would be returned to you the following Monday.

Quizzes are given most Fridays. A quiz is worth the same number of points as a homework assignment, but is done in class so that you may become accustomed to working within a timeline. This helps you to prepare for exams. If you are registered with the Disability Resource Center (DRC), you must contact me by the end of the second week of classes (Friday, Sep. 2, 2005) regarding desired accommodations for exams and/or quizzes. See the Students with Disabilities section of this document.

I ask for homework assignments at the start of class. **Any assignments not received by me at the start of 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. Likewise, there is no make-up for missed quizzes. The lowest few homework and/or quiz grades over the course of the semester are not included in the semester grade. Missed quizzes are treated the same way as homework not turned in on time: no credit is given.

Out-of-class assignments constitute three fourths of the homework grade; quizzes count for the remaining one fourth of the homework grade.

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

Homework and quizzes are each given a score from 0 to 10 points. At the end of the semester, the lowest few homework and/or quiz scores are dropped. The remaining scores are then added up, and re-scaled to 150 points. This becomes your homework/quiz score as described in your Course Policy handout.

For example, suppose there are 40 homeworks and quizzes over the course of the semester, of which the lowest 4 are dropped. Since homework/quiz is given a score from 0 to 10 points, your total score would be

between 0 and 360 points. Suppose you had a total of 323 points of 360. This would be divided by 360, then multiplied by 150. In this example, $(323/360)*150 = 135$.

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.

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

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 110 course policy prohibits extra credit.

Please do your work on 8.5x11" notebook paper. Please write your name on every page. I prefer homework assignments to be stapled, but I do not deduct points for unstapled assignments. An illegible problem solution is given a zero score for that problem.

### 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 your instructor 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, he/she must take it at a mutually arranged time. No further opportunities will be extended. Failure to contact your instructor as stated above or inability to produce sufficient evidence of a real emergency will result in a grade of zero on the exam.

### 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 end of the second week of classes (Friday Sep. 2 2005) *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.

### Homework assignments

Please see `http://math.arizona.edu/~kerl/teaching/fa05-110-010/hw.html`.