

**INSTRUCTION:**

Instructor: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Office Hours: \_\_\_\_\_

**TEXTBOOK:**8<sup>th</sup> Ed, Bittinger/Ellenbogen**ATTENDANCE:**

Attendance is defined as your presence in the classroom from the designated start time until the instructor dismisses class. The attendance policy for this class is: \_\_\_\_\_

**COURSE ORGANIZATION:**

It is expected that the student will be willing to spend 8-10 hours a week studying for this course. This course is taught using a basic lecture-discussion format. This means that concepts will be presented in class with examples, students are expected to take part in a discussion of the concepts, and a question-answer period will be included within the class period. It is your responsibility to read the material to be covered before class. Come prepared to ask and answer questions.

**EVALUATION:**

The evaluation for this course will be based upon test and final exam scores. In order to pass this course the average of your test and final exam scores must be 80% or higher. The grades, which can be earned for this course, are A, B, C, or NC (No Credit). The grade earned in this course does not affect your cumulative grade point average.

**GRADING SCALE:**

Percentage	Grade
93 - 100	A
86 - 92.9	B
80 - 85.9	C
0 - 79.9	NC

**RESOURCE MATERIAL:**

Besides your textbook, there are other resources available to help you. **First**, your instructor sets aside time specifically for meeting with students. You can see your instructor during those times. Take advantage of them. Go see your instructor at the **first** sign of confusion. **DON'T WAIT!!** If his/her office hours conflict with your schedule, be sure to talk with him/her before or after class about an alternate time.

Students should be made aware of the tutoring help the University provides. Mathematics tutoring is provided by the Mathematics Learning and Resource Center and is located in the basement of Carlson Library - phone ext. 2176. It operates on a walk-in basis. Please notify your students of tutoring available at the LEC (or email them the link). **LEC Tutoring Hours: Monday/Thursday 9 AM - 8 PM, Tuesday/Wednesday 9 AM - 9 PM, Friday 9 AM - 2 PM.** Be sure to bring your book, notes from class, and specific problems you want help with. Tutors are not teachers. They are there only to help with

Find a study buddy or form a study group with students in this section or other sections. Teach each other.

**OTHER INFORMATION:**

The last day to drop this course is: January 23  
 The last day to withdraw from this course is: March 23  
 The final exam for this course will be given \_\_\_\_\_.

