

Syllabus Addendum

- **Lab Average (15%)** – It is a departmental requirement that you have a **Hawkes Learning Systems** account. You will be issued weekly online homework assignments that will be worked on independently. Every assignment will have a designated “due date” (usually midnight on Sundays) and there will be **NO EXTENSIONS** on completing those assignments. The individual lab assignment grades will be averaged at the end of the semester and that average will count **15%** towards your final semester average.
- **Homework/Quiz Average (15%)** – Periodically and usually announced, quizzes will be administered to check for understanding and participation in the learning process required to succeed in this course. Homework assignments will also be picked up during the semester and those assignments will be ones that I specifically mention will be graded. All homework assignments and quizzes will be averaged together at the end of the semester and that average will count **15%** towards your final semester average.
- **Exams (3 at 15% each)** – Exams will be administered at specified times during the semester. You will be given at least a week’s notice before each exam. **Take note:** There will be **NO MAKE-UP EXAMS** for ones missed or for ones you do not score well in. If your final exam grade exceeds the lowest of the three exams given during the semester, the final exam grade will replace your lowest exam grade. *****Anything turned in to me to be graded will always be returned to you on your next class meeting.***** Thus, if you are absent, it will be your responsibility to ask for your graded paper upon returning to class. Each of the three exam grades will count **15%** towards your final semester average.
- **Final Exam (25%)** – The final exam will be a comprehensive exam that will cover material presented throughout the semester. The final exam will count **25%** towards your overall semester average.
- **Attendance** – This is one of the most essential elements in succeeding in any college course; particularly a mathematics course. Attendance is taken from the first day of class (Tues., January 17th, 2012) up to the semester’s last day to withdraw (Tues., April 17th, 2012). Take note, an absence is an absence whether you inform me of the reason or not or whether you feel your excuse is legitimate. Also, on lab days, you must be present to both the classroom **and** lab to be counted present for that day. In addition, **YOU WILL BE DROPPED ON YOUR 6th ABSENCE!**
- **Cell Phones** – In consideration of everyone in the class, you are asked to turn the ringer off of your phone before entering class. The “ringer off” feature was made for situations like this! Also, texting in class is not acceptable and you may be dropped after being warned. In addition, ***buy a calculator*** since you ***May NOT Use Your Cell Phone*** as a calculator during quizzes or exams.

I _____ (print name) am aware of and understand

the grading and attendance policies described in this Syllabus Addendum.

(Signature)

(ID)

(Date)