Attendance and tardiness: Attendance will be used in borderline cases.

I will be taking attendance on daily basis. Students are expected to attend every class. It has been my experience that student who do not attend class regularly perform poorly on the exams. It is disruptive to have a student enter the room in the middle of class activities.

So plan to attend every class meeting on time. For each class meeting during the first 5 minutes will start with a discussion of the previous homework assignment. This will involve questions by students on specific problems and explanations by the instructor or a student. Next, topics will be introduced. During the lecture, there will be many examples presented. At this time, you should ask questions and volunteer answers. Individuals will be called upon in class to provide suggestions on how to proceed with a problem.

Homework:
The most important part of any mathematic course is the homework. Typically in a Math class, to understand the majority of the information it is necessary to continuously practice your skills. This requires a tremendous amount of effort on the student’s part. Otherwise, it is impossible to succeed in any college level mathematics class. Do your homework as soon as you can after each class meeting. Read the material in the next lessons before class. In this course you must expect to spend three hours on homework for every hour in class. If you cannot make that kind of time commitment, then you should not take the class. Homework is assigned daily. At the begging of each class meeting, from the corresponding assign HW problems a quiz may be given. So be prepared to take the HW quiz or turn in HW at the beginning of each class meeting.

Quizzes and chapter exams:
There will be 12 quizzes and 6 chapter exams as outlined on the attached schedule. The lowest quiz grade will be dropped. Therefore you will not be allowed to make up any missing quizzes/chapter exams. Arriving late during a quiz/chapter exam means that you will have less time to complete the quiz/chapter exam.

Each quiz will be given a maximum of 10 points, and each chapter exam will be given a maximum of 100 points, refer to your course schedule in advance for the
dates of the quizzes and chapter exams.
① Review all the corresponding assign HW problems before each quiz.
② No make-up quizzes/chapter exams will be allowed and missed quizzes/chapter exams will be scored as zero.

**Final exam:** There will be a comprehensive final exam on _______________. The final exam should be taken seriously and will require a good deal of dedication on your part in terms of study time. Several weeks before the final, you should begin reviewing your homework, class work and quizzes from the semester.

**Grading System:** Your grade will be based on homework, quizzes, chapter exams, and a cumulative final exam.
The HW will compromise 10% of the final grade.
Eight quizzes will compromise 15% of the final grade.
The 3 chapter exams will compromise 45% of the final grade.
Final exam will compromise 30% of the final grade.

**Attendance will be used in borderline cases.**
No make-up exam will be given!

Your Course Grade = (0.45) Average of Exams + (1)Average of HW Grades+(1.15)Average of quizzes + (0.3) Final Exam Grade

Grading Scale: Final grades will be assigned according the following percentage ranges:
Overall percentage will determine final grades as follows:

A = 90-100% , B = 80-89% , C = 65-79%  D = 50-64% , F = below 50%

**Tutoring:** To strengthen your overall performance or if you find you are struggling with a concept in the course please seek help. In addition to asking your instructor for help, form a study group with those in class. Also visit Tutoring labs for free tutoring.
**Tutoring labs:** LAMC library and Math center offers free tutoring.

**Integrity:** Any forms of academic dishonesty, and/or facilitating academic dishonesty are unacceptable. Penalties range from zero on the exam to dismissal from the course.

**Classroom conduct:** Cell phones and beepers must be turned off or placed on silence mode before class. No food or drink in the classroom with the exception of bottled water. Please do not talk or chew gum during class discussion at any time. If you have any question during the class discussion you may raise your hand. Please demonstrate courtesy and consideration toward me and to your fellow students. Students participating in any conduct of classroom disruption will be asked to leave.
I look forward to work with you!