

# Class Procedures

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## Lectures, Questions, and Homework Problems:

This is a problem solving course. Since you have a text for the course and a well defined reading schedule (see course outline) you are expected to read the material thoroughly and take notes on what you read before each class. If you do not understand a particular point or are confused in any way, you are expected to ask questions. If you have a question and are afraid to ask, there are probably several other students with the same question. Remember no question is too simple or too foolish to ask.

Lectures will not duplicate word for word what is in the text. You will be expected to do the assigned problems and have these problems completed before the beginning of class.

You may stop in and see me during my posted office hours. You may email me anytime day or night. I read my email periodically during normal business hours. You may also call me on the phone anytime at my office number or my home number until 10 pm. Since you have access to me anytime during the day or evening there is no excuse for not completing an assignment. Problem solutions will be kept in your organized notebook (below). Completion of these problems may be checked at the beginning of each class. If you do not complete an assignment, you will be given a zero for that homework assignment.

## Organized Notebook:

Each student will keep an organized notebook of textbook notes, lectures and homework problems. A spiral bound notebook is required. These notebooks will not be regularly collected but may be collected at periodic intervals for evaluation. Lecture notes and homework problems must be neat and readable. Each homework problem must be identified with the problem number. Final answers should be circled.

## Problems on Board:

At the beginning of the hour, students will 'volunteer' to place homework problem solutions on the whiteboard and be prepared to discuss their solutions to the class. Everyone must volunteer in somewhat of an alphabetical order. Participation is included in the 'class participation' portion of your final grade.

## Course Grade:

The grade earned by the student will be based upon the following (tentative) percentages:

In-Class Examinations	60%
Final Examination	30%
Homework, Class Participation	10%
Total	100%

Homework and Class Participation includes board work and the notebook. All problems must be clearly marked, completed, and understandable. Notebooks may be collected and graded according to the following schedule:

Clear, complete, neat	100%
Few missing assignments	90%
Several missing assignments	80 – 85 (or less)%

I reserve the right to modify percentages during the course. Come to class. Be prepared.