

unusual and verifiable circumstances. To be eligible for an "I", you must be maintaining satisfactory progress in the class, be attending class regularly, and have completed the majority of the work for the course. Before an "I" grade is issued, a contract for completion of the course must be signed.

Your grade will be determined by your scores in three areas: homework, QUIPPs and tests. Each of these areas is discussed below, and more information about each one will be shared in class. It is important to note from the beginning of the term that this class is not designed to be done in an independent study format. Failure to attend class regularly will seriously lessen your chances of success.

Homework: Webwork, text HW, and HW write-ups

WebWork is an online homework tool that we will use in Math 252. Each assignment will be available for a given length of time and you must complete the assignment and enter your answers online by the deadline date and time.

URL: webwork.linnbenton.edu

Login: full last name + first initial (example: rodecaps)

Password: your student ID number (a number that starts with "X" or "9")

For each assignment, you can print out a hard copy (PDF) to use anywhere. Once you have completed the problems, return to the website and enter your answers. For most regular homework assignments, WebWork will allow you to re-enter answers as many times as you like prior to the close of the assignment. WebWork accepts answers very similarly to a TI-84 calculator. If you have not used WebWork before, there is an orientation where you will practice using WebWork. Before submitting an answer, press the "Preview" button to verify that WebWork sees the answer the way you see the answer!

I recommend that you write out your solutions on paper so that you can use the problems to study for tests.

Note: WebWork will operate on either dial-up or high-speed internet.

Text HW will be problems from your text that are assigned to cover the information more completely than just using WebWork. If you have not purchased a text, you may check out a textbook from the Learning Center counter for a few hours to copy the assigned homework problems.

Homework Write-ups will be carefully written up solutions to some of your webwork or text HW problems. I will let you know ahead of time which ones you will need to write up to turn in. I expect you to show all your algebra and steps to solutions, not just an answer. Write-ups should be written so that anyone in a MTH 251 class will be able to follow them.

QUIPPS: QUIPPs are a variety of assignments. Some QUIPPs will be completed in

class, and others will be assigned as out-of-class work. There are no makeups for QUIPPs. Unannounced QUIPPs that are due the day given will not be worth more than 5 points each. Late QUIPPs will not usually be accepted, and you may not make up a QUIPP given and turned in during class if you are absent. Some QUIPPs will require that you work in a group. However, I will give an extra 6-pt QUIPP at the end of the quarter that you may use to replace missed QUIPP points.

TESTS:

Midterm tests: Two midterm tests will be given during regular class time (see tentative schedule.) Any changes to the date they are scheduled will be given in class. It is your responsibility to know the test schedule and to get to class on time. If you miss a test, you will receive a 0 for that test. There are no makeup tests. However, you may replace one of your midterm test scores with your final exam percent grade, (in addition to using the score for your final exam grade.) You should make every effort to contact your instructor PRIOR to the scheduled exam time if there is a possibility that you may miss an exam so that arrangements may be made for you to take the test at an alternative time and place.

Proficiency test: A proficiency test must be passed at 90% or better in order to count toward your grade in Math 252. It will be given in class during Week 6 or 7, and must be passed before finals week. I will schedule times to retake it. If the proficiency test is not passed with 90% or better a score of 0 will be averaged into your grade for it.

Final Exam: A comprehensive two-hour final exam will be given in class at the scheduled time during finals week. It is your responsibility to know the final exam schedule and to get to class on time.

USING TECHNOLOGY: Computers and graphing calculators have had a dramatic impact on mathematics and on the way in which we solve mathematical problems. Therefore, technology will be used on a regular basis both inside and outside of class in this course.

Computers: All homework assignments will originate on WebWork or your text. Some QUIPPs may also benefit from the use of the computer.

Calculators: You must be proficient in the use of a graphing calculator for this course. TI-83, TI-84, or TI-89 calculators are recommended. If you are buying one and will continue working in mathematics for several more courses, I suggest the TI-89.

GETTING THE MOST FROM YOUR HOMEWORK

The problems on WebWork and the text and those given on worksheets and in quipps are the heart of the course. The problems on Webwork will be available after that section is covered in class. I will generally give you a couple of days to do them, including one class day so that you can ask questions.

Problems may be non-routine, open-ended problems, so there may be more than one way to arrive at a correct answer. You are encouraged to first use your "common

sense" when attacking the problems and then look for a more technical solution. The problems explore functions in three ways: graphically, numerically, and algebraically (using an equation or formula). For WebWork problems, you may be able to find a similar problem in your textbook to use as a practice. A solutions manual with solutions to odd-numbered problems from your text is available for sale in the bookstore or for short check-out in the Learning Center.

HELP!

Notes online: I will put pdf files of the smartboard notes online on the webpage MTH 252 Announcements. You can find a link for it on my webpage.

Form a study group: Your classmates are important resources for understanding and completing the homework. Getting together with other students is an effective way to work on assignments and to prepare for test. Often a fellow student can explain things in terms that an instructor cannot. You gain a deeper understanding of mathematical concepts when you express them in your own words and explain them to someone else. It is *strongly recommended* that you study together with other students in small groups. The most successful calculus students form study groups early and keep them throughout the calculus sequence.

Use the Learning Center: The Learning Center, WH226, is an excellent place to study and to get help with your homework. Check out what the Learning Center has to offer:

- There is free wireless available in the Learning Center (and lots of places to plug in so your battery won't be depleted.)
- The relaxed atmosphere and table arrangement in the Learning Center provide a great location for study groups to meet and work.
- Instructional assistants are available to answer your calculus, algebra, trigonometry, and graphing calculator questions.
- Graphing calculators, textbooks, and copies of the *Student Solutions Manual* can be checked out from the main desk to be used in the Learning Center.
- The Learning Center offers free individual tutoring in addition to the help desk.

Please remember to log on and log off the computer with each visit to the Learning Center.

LEARNING CENTER HOURS
MW 7:30 a.m. - 7:00 p.m.
TR 7:30 a.m. - 9:00 p.m.
F 7:30 - 4 p.m.

Drop by my office: Come during office hours or make an appointment or just drop by.

CLASS POLICIES:

1. Please turn your cell phone off during class. It is not a time to be texting or checking e-mail.

2. Except when we are working on WebWork, you may not use your laptop during class.
3. Be respectful of other students and the teacher in class.
4. Try to be on-time and not to leave early so that you do not disrupt others' learning. If it is necessary to leave early for a good reason, please sit near the door.

SPECIAL SERVICES: Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you have not accessed services and think you may need them, please contact Disability Services, 917-4789. If you have documented your disability, remember that you must complete a Request for Accommodations form every term in order to receive accommodations.

ACADEMIC DISHONESTY: First offense: If you are caught cheating on a test, you will be given a grade of "0" on that test. The incident will be reported to the college's administration for possible further disciplinary action. Second offense: You will be issued a grade of "F" for the course. The incident will be reported to the college's administration with a recommendation for disciplinary action.

LBCC Smoking Policy: LBCC has a policy of allowing smoking only in designated smoking areas. All other areas of the campus will be smoke-free, including building walkways, the courtyard, building interiors, and in front of doorways. Smoking areas are clearly marked and cigarette receptacles are available.