



MATH V04 • COURSE REQUIREMENTS & GRADING (CONTINUED)

Homework Quizzes. Homework is assigned, but not usually collected. Instead, there is a short (~ten-minute) homework quiz about once per week, usually Thursdays, unless there is a chapter test. These consist of a few random problems selected from the homework assignments. They are open-note, open-homework, but closed-book. Students who complete the homework may copy their answers directly onto the quiz; no thinking is required! Students not completing the homework may not have enough time to figure out the quiz problem(s), but still earn credit if they manage to do so. However, time extensions are *not* given to accommodate students who did not finish their homework! (Please inform the instructor privately if a medical condition prevents you from writing quickly.)

There are *no* make-up quizzes; as they are worth a relatively low number of points, none are dropped. If you miss a quiz, you may turn in your actual homework to earn the quiz points that you would otherwise have missed. However, this privilege is extended to each student only once per academic term; if you miss more than one homework quiz, you must accept the consequences of missing those points. (Historically, students who miss several quizzes usually fail the course.) Homework submitted in lieu of a quiz may not be returned before the next chapter test, as grading homework is the instructor's lowest priority. The intent of these quizzes is to encourage students to complete the homework. On quizzes, all steps must be shown to earn credit; if no work is shown, the instructor assumes that the answer was copied from the back of the textbook, so no credit is awarded even if the answer is correct.

Your jobs are to (1) complete the assigned homework problems, (2) check your answers in the back of the book, *and* (3) obtain help if you cannot complete a problem or find your error(s). Missing a problem on a homework quiz indicates that you have not completed one or more of these jobs. To earn credit, all work must be shown and all steps must be correct. No partial credit is awarded on quizzes, because you had the opportunity to look up the answers.

Chapter Tests. Tests based on (but slightly different from) recent homework assignments are given after we complete one or two chapters. The purposes of the tests are (1) to encourage timely completion of homework assignments (tests sometimes contain problems taken straight from the homework), and (2) to evaluate students' understanding of the course material. There are *no* make-up chapter tests. Instead, your lowest test score will not count in the computation of your final course grade (unless plagiarism occurred). This policy's purpose is to mitigate emergencies (illness, injury, death of relative/friend, job loss, travel, *etc.*). Abuse the policy at your own peril! Each chapter test lasts 50–75 minutes. All work (steps) must be shown to earn credit. Bring pencils, paper, erasers, and a calculator (but *not* a cell-phone calculator) to each test. If you forget your calculator, the instructor will provide one; however, a two-point irresponsibility penalty will be deducted from your test score if you "forget" more than once. The instructor may permit use of additional materials.

Final Examination. This is a two-hour test. It has questions much like the chapter tests, but is longer and may cover any course topic. All work (steps) must be shown to earn credit. See the **COURSE INFORMATION** document for the time and place. Bring pencils, paper, erasers, and a calculator (but *not* a cell-phone calculator). If you forget your calculator, the instructor will provide one; however, a two-point penalty will be deducted from your exam score unless you brought your calculator to every chapter test. To discourage numerous requests for administration of early or late final examinations, note that any such request that requires the instructor to reschedule his work (*i.e.*, stay up late to write the exam sooner than would otherwise be necessary) or make a special trip to campus is subject to a deduction of 30 points from the requesting student's point total, regardless of the reason for the request. The instructor may permit use of additional materials.

Rules for Quizzes, Tests, and the Final Examination.

- Communication with anyone other than the instructor, by any means, is prohibited; turn off cell phones and beepers, remove earphones or ear buds, and keep them out of sight (*e.g.*, in a pocket or backpack) during testing.
- You may not use a cell phone as a calculator; ask the instructor to borrow a calculator if necessary.
- Please do not eat during testing.
- You may use the restroom during testing without permission, but only one student may do so at a time.
- If you are making distracting and/or repetitive noises, such as sniffing, sneezing, coughing, snoring, *etc.*, or are clearly ill, you may be asked to move to a different room so as not to disturb/infect your classmates.
- Once you turn in your paper, you *may not* retrieve it except to write your name on it; it is therefore to your advantage not to leave early, in case you "remember" something and wish to make changes to your paper.