

- Read and study all of the assigned material. You are responsible for material covered in assigned readings, even if it is not directly addressed in class. If you do not understand something in the reading, it is your responsibility to ask questions and get clarification. Questions are always welcome in class as well as in the office.
- Working with other students and discussing ideas with them can be very beneficial. You are required to write your own solutions in your own words when completing assignments, but you are also encouraged to study and discuss ideas with others. Much can be learned from explaining ideas to a peer.
- When writing up homework problems, it is **essential** that you give complete explanations and explain your thinking (how you got the answer). A “naked answer” (like “12” or “x”) will not receive credit. The course text includes valuable suggestions for how to present solutions.

Assessment: Assessment of your progress will take place through graded assignments, quizzes, tests, examinations, and class participation.

Quizzes may be given at any time and will usually be unannounced. Missed quizzes cannot be made up. The lowest quiz score will be eliminated from the final grade; all other quizzes will be counted.

Mid-term exam will be given on **Thursday, February 28**. This is the last class before the winter break. There will be **NO DEVIATIONS** to this schedule. The mid-term exam will be over all of the material covered to date. (Mid-term exam: 100 points.)

Final exam will be given according to the published NMU exam schedule (**Monday, April 29, 4:00–5:50 pm**). It will be a comprehensive exam covering the entire course. (Final exam: 200 points.)

Two other tests will be given, one before the midterm and one between the midterm and the final. Dates and further details will be given in class approximately one week before the respective tests. (These tests: 100 points each.)

Homework assignments will be recorded. Selected assignments or parts of assignments will be graded. Missed or late assignments will not be credited. Homework points are totaled and included in the course grade.

Class attendance and active class participation will be weighed into the final grade. An “active participant” attends class every day, arrives on time, completes all assignments by their deadlines, asks and answers questions in class, and engages in group discussions and problem-solving activities. (A maximum of 100 points can be earned for perfect attendance and active class participation. Points will be deducted for classes missed, for late arrivals, and for lack of participation.)

Grading: Points will be assigned for quizzes, tests and examinations, homework, and class participation. Your grade will be determined by the percentage of the total possible points that you earn, as follows:

A = 93–100%; A– = 90–92%; B+ = 88–89%; B = 83–87%; B– = 80–82%;
C+ = 78–79%; C = 73–77%; C– = 70–72%; D = 60–69%; F = below 60%

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Dean of Students Office at 2001 C. B. Hedgcock Building (227-1700). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.