

Homework: Homework will be assigned daily. You are expected to complete these assignments by the following day we complete the section. I will work as many homework questions as possible in class but we may not have time to do them all. While these assignments will not be graded, it is very important that you work all the problems. **The key to success in this class is to thoroughly work and understand all homework assigned.** All tests will be primarily based on the homework.

Make-Ups: It is the total responsibility of the student to get any notes missed due to any kind of absence. There will be **NO** make-up tests. A student who has **advanced permission** from the instructor to miss a test for a legitimate reason (documented cases of illness, death in the family or other documented reasons deemed appropriate by the instructor) **may** substitute the final exam grade for the missing test grade. Any student who does not take a test at the scheduled time **without the prior consent** of the instructor will receive a grade of zero (0) on that test.

Academic Dishonesty: (Plagiarism):

I expect complete integrity from all students on all work submitted for evaluation. Students guilty of cheating on any test/exam will receive a grade of “zero” for that test/exam, at least, and may fail the course. The Vice President for Academic Affairs will maintain a file of all incidents of academic dishonesty. A more complete statement on academic integrity may be found in the student handbook.

General Education Learning Outcomes: See class website.

Additional Help: Tutorial center hours: _____

ADA Statement:

If any student has special needs because of learning disabilities or other disabilities, the student should provide the proper documentation and discuss this problem with the instructor in the privacy of their office.

Comments: It is extremely important for you to spend the time necessary to complete the homework each night. If you do not understand a section after studying and working the assigned problems, please come to my office immediately the next day for help. Do not wait until the test. **I am more than willing to help anyone who is having trouble**, but each student needs to realize that the responsibility for learning the material lies on the student. Academic insurance, which allows students to expect the same education from all sections of a course, demands that a certain schedule be followed in this course. If there is not enough time on a certain day to answer all the homework questions, please come to my office for help. Keep in mind that college is not an institution where students receive all their education in the classroom. Most learning must happen individually (outside of class), so be prepared to work hard on your own.

Classroom behavior:

It is the policy of this college that classes be conducted in an environment that lends itself to learning. Therefore, it is expected that students behave in a manner so as to avoid disturbing the learning process for other students. Any behavior that could be distracting to other students or the instructor will not be tolerated. The instructor may deny entrance to a student entering class late and will ask any student whose behavior is distracting to leave the class.

Campus Emergencies: In the event the fire alarm is sounded, everyone must evacuate the building at once and in a calm and orderly fashion - **DO NOT RUN** - using the nearest exit. In the event of a severe weather warning, which will be delivered verbally, everyone must proceed immediately to the nearest designated shelter area which are marked by a small tornado symbol. All severe weather shelter locations are posted on the EGC website. Each student should, on the first day of class, determine the location of the nearest exit and the nearest designated shelter area for each of his or her classrooms. If you have difficulty locating either ask your instructor to assist you.

Additional Info: **EGC website:** www.ega.edu