

Reading & Exercises: You are expected to read the appropriate sections of the text **before** coming to the class meeting in which the topic is scheduled. You are also expected to work through the indicated exercises after the corresponding material is presented in class, and **before** the next class meeting.

Scheduling: A tentative schedule of assignments and exams is included in this syllabus. These details are presented as a guide. Your instructor may change the dates for each assignment and/or exam, modify the exercise list, and/or add assignments. It is your responsibility to keep track of the course details and schedule for your section.

Collaboration: Collaboration is encouraged in this course. However, copying someone else's work and submitting it as your own is unacceptable. This act of academic dishonesty will be prosecuted in accordance with university policy.

Electronics: Calculators, laptops, tablets, cell phones, and other non-medical electronic devices are not permitted during exams unless otherwise stated. During class, cell phones should be set on vibrate or off. If you need to take a call, send a text message, etc., please quietly leave the classroom to do so, so that you do not distract other students. You are welcome to return to class quietly when you are finished. If you wish to take notes using an electronic device, you must first demonstrate to me that you can type or write fast enough to do so properly, and that you can do it without distracting others, before the privilege to use such devices may be granted. If you are found to be abusing this privilege, you risk forfeiting it.

Grading: Your minimal course grade will be computed as follows.

Homework:	10%	A	90%	–	100%
Midterms:	$3 \times 20\% = 60\%$	B	80%	–	89.99%
Final Exam:	30%	C	70%	–	79.99%
—	—	D	60%	–	69.99%
Total:	100%	F	0%	–	59.99%

Attendance: Daily attendance for class lectures is expected and is extremely important. While attendance is not recorded, missing even one class will put you behind. Note that there is a strong correlation between class absences and poor grades. You are responsible for all material and announcements in class regardless of whether or not you attended. **You are also responsible for making arrangements with another classmate to find out what you missed. You should not ask me to go over material you missed (due to tardiness or absences) during office hours or over email.**

Make-up exams: Make-up exams will only be given with written evidence of an official university excused absence.

Incompletes: A grade of “incomplete” may be considered if all but a small portion of the class has been successfully completed, but the student in question is prevented from completing the course by a severe, unexpected, and documented event. Students who are simply behind in their work should consider dropping the course.