Syllabus: MA 103

Instructor: Mrs. Susan Hewitt
Instructor Office Phone: 227-1511 (Leave a voice mail message or email , before a test or quiz absence from class.)
Email: shewitt@nmu.edu
Office Number: New Science Facility: Room # 1133

Text: Finite Mathematics Barresford Rocket
--There is an optional student solutions book with the odds worked out.
--We will cover most of chapters 1 – 5, more topics if time permits.

Prerequisites: At least a C – in MA 100 or satisfactory score on Math Placement Exam
You must see me immediately if you do not meet these prerequisites

Classtime: M, T, W, R, at 12:30-2:40 pm NSF 1209

Additional supplies:
TI Interactive graphing software and calculator is available on your ThinkPad.
A "graphing" calculator will be used, too. One is highly recommended.
Ex. TI 83 + or 86. I will use a TI 86 for demonstration purposes.
Recommendation: Loose leaf notebooks for class notes and for homework. Homework checks may occur on quizzes for credit.

Attendance:
Attendance will be taken at the beginning of class. Late arrival may constitute an absence.
You are expected to show up for class promptly. Show me written scheduling documentation if problems exist.
You are expected to be courteous in the classroom at all times.
You are expected to stay the entire period.

Homework: You are expected to read the book's section each day—before class.
There will be a daily homework assignment. You are expected to do all the problems in a loose leaf notebook. Page number each assignment & number each problem.
Show all work along with the answer. Plan on spending up to 2 hours per class on assignments.

Make-up test/quiz: First, if you cannot make it to class the day of a test or quiz—due to a valid reason--you must notify me by
phone voice mail message (227-1511) or *email (shewitt@nmu.edu)*
before the class test occurs-- to be eligible to make up the test.
Further written verification of your absence may be requested.
Second, you must contact me the day of your return to class.
We will make arrangements to take a make- up test immediately.
I will give you the test and record your score; but it will not be counted until written verification is received.
You will be given a test over the same content in the math department's make-up lab.

SUMMARY: Notify me before a test absence via Email or voice Mail; Take make-up test upon return ; bring written verification before test is counted.

Make-up Tests(Continued)

Sports students will present me with an official absentee form before leaving for the sporting event.

Extra Credit Types **Approximate Attendance extra credit:**

---0 or 1 absences =2%; 2-3 absences = 1%

(Absence means "not in class that day"—NMU sports participation is an exception.)
The percent is of the pre-exam total points.
There are extra credit homework or classwork assignments and quizzes.
You must be present in order to receive credit for these bonus assignments.
No makeups for extra credit or classwork.
No quiz makeups. If it is due to an excused absence and you tell me before hand , the points will not count against you.
Examples: Verified absence due to a death in the family, hospitalization, sports' participation, etc. I will exempt you from the quiz. It will not count against you. But, you will not retake quizzes.

Grading: **Approximate grading scale:**

90-100 A's; 80-89 B's; 70-79 C's; 60-69 D's; below 60 F

-There will be tests covering about 1 chapter of material at a time.
-There will be quizzes. You can use your notes on most of the quizzes only.
-There will be class or group assignments. You have to be present to obtain points for the group assignments.
-As stated, there will be some "out of class" assignments and/or extra credit attendance points.
You must be present to do extra credit and group assignments and quizzes.
-There will be a cumulative final exam.

SUMMARY:

You can only make up tests not quizzes if you notify me before hand and bring documentation.
You cannot make up group assignments or extra credit assignments or quizzes.
Attendance: 0 absences means in class everyday.
Excused absences only applies to test make-up or quiz exemption—not to the Bonus Attendance policy.

Illness/Emergency: **You are responsible for keeping up with assignments.**
EMAILOR CALL me if you have questions.

Extenuating circumstances: **Please contact me personally. Do so quickly.**
` **Other options for rules may be available. These will be evaluated on an individual basis.**

Extra help: **-See me during my office hours (before or after class) or at mutually agreed upon special times.**
-Math Lab (daytime in West Science, 3rd floor) orAll Campus Tutoring.
other campus help services-HUB or Academic or other Counseling.

I you feel yourself getting lost, seek help promptly.
Do not wait until the night before the test.

"If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 1104 University Center (227-1737). 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."