26L-04 CLASS POLICY

Instructor:	Laura Taalman	**Office:**	020 Math/Physics
Telephone:	660-2829 (W), 220-1359 (H)	**E-mail:**	taal@math.duke.edu

General policies for 26L are found in your Coursepack on pages 5-14. Policies specific to my section are listed below, and supercede any policies in the coursepack. You are expected to understand and agree to all of these policies. I will be unimpressed if I have to answer lots of questions throughout the semester whose answers can be found here or in the Coursepack.

Grades Your grade for this course will be determined almost entirely by your performance on quizzes, tests, and the final exam. I expect the distribution of points (and thus the corresponding percentages) to be as follows:

Weekly Quizzes	10 @ 25 pts	250 total pts	31.25 %
Lab Reports	2 @ 25 pts	50 total pts	6.25 %
Tests	3 @ 100 pts	300 total pts	37.50 %
Final Exam	1 @ 200 pts	200 total pts	25.00 %

Weekly quiz scores can be modified by your score on "attendance quizzes" and your completion of "gateway homeworks" (where applicable). Test scores can be increased by completion of cheat sheets. The final exam may end up counting as more than 25 % of your grade; see page 11 in your coursepack for more information.

Attendance and Absences: It is imperative that you come to class each day and take careful notes. I will take random "attendance quizzes" throughout the semester to keep track of who is attending class. Each of these quizzes will be worth two extra points towards that week's homework/lab quiz (not to exceed 25 total points); these quizzes cannot be made up for any reason. If you do miss class it is your responsibility to find out (from a classmate) what you missed, including class notes, announcements, and worksheets. Absences from tests will be excused only for reasons such as serious illness or official university activities. In some cases the student can obtain an excuse from his/her Dean. A student who misses a test because of illness and cannot obtain a Dean's excuse should pick up a departmental excuse form from the Mathematics Department Office, 121 Physics Bldg., fill it out, and take it to Lewis Blake, the Supervisor of First-Year Instruction, 118 Physics Bldg. If the absence is excused, the student's grade on the missed test will be determined either by assigning a score according to his/her performance on the final exam relative to other students in the class or by a make-up test, at my discretion.

Homework: Homework (both the reading and the exercises) should be completed by the next class after it is assigned. Homework will not be collected, although your understanding of it will be tested in each weekly quiz and each test. It is your responsibility to seek help on all problems that you cannot do. Help is available after class, in the help room or by appointment with me. I will not discuss homework problems in class.

Quizzes: There will be a 25 point, 25 minute quiz at the beginning of each lab period (except for the first week, and the weeks where tests occur). The quiz will cover the previous week's lab (if there was one), and the homework from the last week (specifically, the Wednesday and Friday of the previous week, and the Monday of the current week). Keep in mind that four of these homework/lab quizzes are worth as much as a test!

Labs: There will be a lab each Thursday, usually beginning with the homework/lab quiz for that week. If you are late to lab you will have less time to take this quiz. You are expected to read through the lab in the Coursepack or book before coming to lab. There is no specific calculator required for this class but you should bring some form of graphing calculator to class and lab (see `http://www.math.duke.edu/first_year/calculator.html` and page 12 of your coursepack). During the lab you will work in pairs (if there are an odd number of students there will be one group of three); please choose a permanent lab partner by the second lab. If you do not complete the lab during the lab period (as is often the case), you and your lab partner are expected to find time to work together out of class and finish the lab. The labs will not be collected (although there will be two lab reports). You will be tested on your understanding of the lab material on the quizzes, tests, and the final exam.

Tests and Cheat Sheets: There will be three tests in this course, each taking an entire lab period. Please see "Absences" above for related information. I do not allow the use of "cheat sheets" during the exams. However, since some other sections do allow cheat sheets, and you will be allowed to use a cheat sheet during the final exam, I encourage you to make a one-page, two-sided "cheat sheet" for each test. I will collect these cheat sheets (before each test, of course). You can earn up to three extra points on the test (not to exceed 100 total points) for handing in a complete cheat sheet. It should be much easier for you to make your final exam cheat sheet if you have already made one for each test.

The Final: The final exam for this course is a "block" final, meaning all sections will take the same exam; the final will be given on Tuesday, May 4, 1999 at 7 pm - 10 pm. See http://registrar.duke.edu/registrar/exams99.htm and page 11 in your Coursepack for more information.

The Gateway: You will have to pass a differentiation gateway to get credit for this course (see page 12 in your coursepack). Anyone who does not pass the gateway the first time will have to hand in a "gateway homework" in class each Friday until they have passed the gateway. Unsatisfactory performance on this homework will result in a deduction of up to five points (not to be lower than 0 total points) from your previous homework/lab quiz score.

Help Room: I strongly suggest that you visit the help room often, especially during the hours that I will be working there (to be announced), and while other 26L instructors or lab TAs are there. The help room is in 08 West Duke (in the basement) and is open 1:00 pm - 10:00 pm Monday - Thursday and 6:00 pm - 10:00 pm Sunday. The help room will begin on Sunday, January 17, 1999, and operate through Sunday, May 2, except for Martin Luther King's birthday on Monday, January 18, and from Sunday, March 14, through Sunday, March 21, for spring break. The help room is discussed briefly on page 12 of the Coursepack. Follow the link on `http://www.math.duke.edu/first_year/help.html` for more information.