

graded assignment, quiz, or test is due for a reason which is documented and “excused” (as defined in the *CSULB Catalog*) then you will be given a chance to make up the work. It is the student’s responsibility to keep informed of any announcements, syllabus adjustments, or policy changes made during scheduled classes.

Homework. Homework will be in two forms: WebAssign and written. Typically, both types of homework will be collected each week. For WebAssign problems, you are usually given multiple tries to get the right answer without penalty (the exception being multiple-choice and true-false, for which you have only one try!). It is your responsibility to seek help for problems which you don’t understand; e.g., come to office hours or discuss with classmates. Late written homework will not be accepted. Late WebAssign work will receive reduced credit.

Benchmark Tests: In order to help you with test preparation, the week before every midterm exam I will give out a “benchmark test,” on WebAssign.

Exams. There will be three in-class midterm exams and a comprehensive final exam. The midterm exams will be on **Sept. 22, Oct. 20 and Nov. 17.**

Midterms. There will be three closed-book, in-class midterm exams. Each is worth 15% of your final grade. You are not allowed to use a calculator during the midterm and final exams but you can prepare and use one 8.5” by 11” sheet of paper (both sides) with handwritten notes of your choice. However, **no explicit examples** are allowed on your sheet of notes.

Final Exam. The final exam will be cumulative (covers all material) and takes place on **Thursday December 15th from 12:30pm to 2:30pm.**

Supplemental Activity and Maintenance / Improvement: As part of an initiative to increase student success in MATH 123, the math department has set up Supplemental Activity (SA) tutorial sessions designed to help students who need additional support and practice. There are eight of these sessions every week starting with the second week of classes; the schedule will be posted on our course website. The SA program is mandatory for all students (except those specifically exempted), and your attendance will count towards your Maintenance/Improvement credit. I will notify you whether your attendance at an SA session is mandatory or exempted. See “Grading Policy” below for details. Note that all students, regardless of exempt status, are invited to attend tutorials. **The easiest way to improve your grade is to attend all SA sessions if you are required.**

Quality of Written Work. One of the goals for this course is for you to develop your ability to communicate mathematical ideas effectively. Even if you have the correct answer you will not get full credit for a problem unless your steps are clear and justified. The examples in the textbook are typically more verbose than you need to be, but are good examples of well-explained solutions.

Grading Policy. Your course score will be determined as the follows.

Webassign	7%
Show Your Work	6%
Activity Assignments	7%
Maintenance/Improvement	10%
In-Class Exams (3)	15% each
Final Exam	25%

Office Hours

Any office hour may be canceled due to illness or necessary appointments. Students should therefore not depend upon a faculty member being in his/her office for any particular office hour. Students should consequently secure any necessary signatures or other such requirements well in advance of any deadline.

Accommodation. It is your responsibility to notify me, in advance, of your need for the accommodation of a disability that has been verified by the University.

Withdrawal. It is the student's responsibility to withdraw officially from classes. Instructors have no obligation to withdraw students who do not attend courses, and may choose not to do so. Students should consult the CSULB Enrollment Services website for registration information:
<http://www.csulb.edu/depts/enrollment/summer/calendar.html>

Cheating and Plagiarism. Although students are encouraged to work together, the work you turn in must be products of your own intellectual activity. Cheating and plagiarism are serious academic offenses. Students should read the section on cheating and plagiarism in the *CSULB Catalog*.

Note: The instructor reserves the right to alter anything on this syllabus at any time during the semester. Any alterations will be announced in class.