

## GENERAL INFORMATION--MATH 103

**Instructor:** George Golitzin, SC 150, ext 7521 (outside phones dial 485 9521)  
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**Office Hours:** T 10-11, Th 10:30-11, and T, Th 1:30-2:30, 5-6 p.m., or by appointment.

**Success in Math 103:** . Expect to put in roughly two hours of work outside class for each hour inside class. **YOU MUST TAKE NOTES.** Try to get down everything on the board that isn't labeled "time out," then work out the notes neatly at home, studying my examples as well as the book's. A fair amount of material will be presented in class that is not found in the textbook, so notes are essential. Bring a notebook and more than one pen or pencil. If you show up at class without these, **I will ask you to leave.** Do not come to class unprepared to work. Regarding the textbook, think of it as a reference, not a source of assignments. No work will be assigned out of the textbook: only my own worksheets are assigned (see below). Thus it is not actually necessary to buy this particular book; just about any decent intermediate algebra text could serve. However, worksheet assignments are indexed to book sections for your convenience; see the syllabus.

**Worksheets** will be given in class on each topic, roughly two per week. Some class time will be spent on each. Completed worksheets will be collected on the Tuesday of the week after they were assigned, at which point solutions will be distributed. They will be marked Credit (a check-mark) or No Credit (an X). Your worksheet grade will be the percentage of completed worksheets for which you received credit. **It is vital that you complete these assignments.** They represent the skills that you must master in order to pass the class and move on: exam problems will be similar to those found on the worksheets. **Work out your solutions on separate paper and put answers only on the worksheet itself. When you turn them in please attach your solutions to the worksheet, fold the whole thing lengthwise and put your full name on the front of your paper.** When you get them back, file them in your notebook with the solutions.

**Homework:** In addition to the worksheets, I recommend that you do homework; a good program would be to do every other odd problem (1, 5, 9, etc.) from the sections covered that week. This homework will not be collected (unlike the worksheets), but you are welcome to ask questions on the homework in class

**Exams:** There will be three exams and a final. I will drop the lowest exam score and substitute the grade from your final exam, should you score higher on the final than on any one of your exams. This has the effect of making your final count for more of your grade: 50% rather than 30%, so try not to miss any exams. If you do miss an exam, this will count as your dropped exam. Any more missed exams will count as zero. **There will be no make-up exams.** If you have a problem, see me **before** the exam. In general, I will allow alternative accommodations for exams only to those students with documented learning disabilities. See the syllabus for exam dates.

**Important dates:** see the syllabus for drop deadlines, etc. If you are adding the class and do not file an add card by census day I will not grade your exams.

**Attendance:** please do not arrive late or leave early unless absolutely necessary. **You are responsible for the material presented in class: please do not ask me to re-teach something that you missed. If you miss a class, it is your responsibility to get the notes and assignments for that day from a fellow classmate.** Please also do not eat in class. A scientific calculator is required for this course.

**Student responsibilities and class behavior:** I refer you to the College of Marin booklet "Policies and Procedures Relating to Student Rights and Responsibilities," particularly the section on student conduct (pp. 6 and 7). Disruptive behavior and/or cheating will not be tolerated. **I will simply ask you to leave for the day if you disturb the class or act rudely.** Most students are eager to succeed and know how to behave in class. Please don't talk in class, except to ask me a question, or to discuss a problem with your peers when the class is asked to work a problem. **Any student caught cheating on an exam will receive an F for that exam: this F will not be dropped as the lowest test score.**

**Any student who exhibits improper behavior during an exam may have that exam taken away and counted as the dropped exam** (see **Exams**, above, and **Exam Rules**, below).

**Grades:** more or less, your work will have these values:

Worksheets	=	10%
3 exams	=	60%
Final	=	30%

In general, these cutoff values will apply: A 90%, B 80%, C 65%, D 55%.

### Exam Rules

Common sense is generally sufficient in taking an exam. However, due to several unpleasant occurrences, I have found it necessary to state some rules, to which I expect faithful adherence on your part.

**The penalty for breaking any of these rules will be to have your exam taken away;** I may give you a warning, or I may simply demand your exam without any warning other than this sheet, depending on how serious the infraction is. In most cases, this will count as your dropped exam—you will have the opportunity to replace the grade from the taken exam with the grade from your final exam, unless it is clear that cheating has occurred. Any subsequent missed exams or confiscated exams will remain a zero. I want you to understand that **any infraction may result in this penalty, regardless of whether any cheating has actually occurred: the point is that there must be proper behavior during exams. In cases of actual cheating, you will simply receive a zero for the exam with no opportunity to substitute for that zero.**

1. You must not look at another person's paper or in the general direction of another person's paper.
2. There must be no communication of any kind with another person other than myself or another proctor, from the time that you receive the exam until you hand it in.
3. If you must leave the room, turn your paper over so no writing shows, inform the proctor of your intent to leave the room temporarily, and do not speak to anyone while outside.
4. You must not help another person during the exam in any way. You must guard your paper from the eyes of others.
5. You may not load a programmable or graphing calculator with any information prior to the exam. I may ask to inspect your calculator.
6. You may not share calculators of any kind with anyone else. If you forget to bring your calculator, you may be able to use mine at my desk.
7. No notes of any kind may be used unless expressly permitted.
8. Once you turn in your paper (face down) on my desk, you may not retrieve it.
9. Any other behavior that is clearly improper, even if not expressly listed here, must be avoided.