

MA103 Information Sheet: Spring 2009

Class Information

- Section B29, Thayer 329
- **Class Webpage:** http://www.dean.usma.edu/math/people/Fuselier_J/Spring09_MA103/index.html

Instructor Information

- **Instructor:** Dr. Jenny Fuselier
- **Office:** Thayer 233
- **Email:** jenny.fuselier@usma.edu
- **Phone:** 845-938-5218
- **Web Page:** http://www.dean.usma.edu/math/people/Fuselier_J/

Instructor Points and Grading

- Out of the 1850 points in the course, 350 will be instructor points. These will primarily come in a combination of homework assignments and quizzes, as well as an overall assessment of your class participation and daily preparedness for class.
- **Homework:** When you are given a graded homework assignment, you are highly encouraged to start early and plan ahead! Come see me as soon as possible if you realize you are having trouble. You are encouraged to try these homework problems on your own, to give yourself the best preparation for WPRs. However, you may receive help from classmates, tutors, and me. Be sure to include appropriate documentation (according to the Dean's DWW).
- **Quizzes:** There will be periodic in-class quizzes throughout the semester. Most will be announced, but some will not. Working through class examples, homework problems, and DO problems are all *excellent* way to prepare for in-class quizzes!
- **Grading:** I will make every attempt to return your assignments quickly. As a guide, you can expect quizzes to be returned in 1-2 days, homeworks and WPRs in 2-3 days, and projects in 1-2 weeks.

Expectations and Policies

- **In Class Distractions:** You are expected to stay on task while in our class! This means it is your responsibility to ensure that your computer is not a distraction to you. Please get in the habit of keeping your laptop closed unless we are using it for a specific task (Mathematica, Excel etc.).
- **AI:** I am available to help you outside of class! Please email me to set up an appointment, or speak with me before/after class. If you make an appointment for AI and are unable to attend, please be courteous of my time and let me know in advance.
- **Late Work:** Students are expected to turn assignments in on time. A 10% per day deduction is in effect past the due date. If you know in advance that you cannot turn an assignment in by the due date (this should not be often), please let me know *before it is collected*, to request an extension.
- **Absences and Make-up Work:** If you know you are going to be absent from class, please notify me in advance. It is your responsibility to get caught up on any missed material. The best way to do this is to talk with your classmates to get a copy of any notes, board problems, etc.
- **Disciplinary Action:** Repeated late assignments, improper documentation, disrespect, or other offenses may result in a COR, CPR, or an email to your TAC.