

IT IS THE RESPONSIBILITY OF THE STUDENT TO BE FAMILIAR WITH SOUTH PLAINS COLLEGE POLICIES. BELOW ARE ITEMS SPECIFIC TO THIS COURSE

Assessment: Grading will be done according to the standard 10 percent scale (i.e. 100% - 90% is an A, etc.) with assignments weighted according to the following:

Participation	20%
Exams	60%
Final Exam	20%

Class Attendance: Students are expected to be in class and prepared for the day's lesson. Students are responsible for the material covered in this course, whether or not they are in class for any reason. A student missing two consecutive weeks of classes or 5 individual class days without continuing notification will be dropped from the course. Please note that state law only allows for 6 withdrawn courses total.

Participation: Participation consists of all non-exam tasks that are graded.

Homework: MyMathLab will be used in this course. Homework is expected to be done daily. Written assignments may also be given as necessary where long-form answers are required, work needs to be shown, or MyMathLab is not sufficient. Any long-form answers must have all work shown in an organized fashion, and all answers must be given in complete, grammatically correct sentences that convey a logical thought process and answer the question or address the issue. Late work is not accepted.

Quizzes: Quizzes will be given as necessary to determine the collective standing of the class. Quizzes will usually be announced in advance, but this is not a requirement; pop-quizzes may be assigned. Problems will be taken from the homework directly.

Exams: There will be at least three midterm exams given during this course. Questions will be similar to assigned homework problems or quiz questions. During exams cell phones, laptops, and other such objects should be turned off and put away. There is no tolerance for violations. Students who break these rules will be asked to leave the exam (counted as an absence) and receive a zero for their exam grade. *Makeup exams are not given.*

Final Exam: The final exam is comprehensive, and a required part of the course. Failure to take the final exam results in an automatic F. The Final Exam will be held in this classroom on Monday, December 9, 1 pm - 3 pm

Extra Credit: Occasionally, bonus questions will be asked on exams. These problems will be approximately the same difficulty level as the rest of the exam's problems, and are offered as an opportunity to increase your exam score. They are not required. Regarding the course as a whole, extra credit is offered only on the basis of satisfactory participation in the course. (See document *Extra Credit Assignments* for more details.)

Civility in the classroom: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Distracting or offensive behavior is not permitted. Tobacco products of any kind are not permitted in the classroom.

Honesty: “Scholastic dishonesty” includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student. Incidents of academic dishonesty will be promptly reported and dealt with.

Campus Resources: Students have access to tutoring in M116 on the Levelland campus, or Building 4 on the Reese campus. MyMathLab also has videos and other instructional resources, including the ability to create sample quizzes and tests, found in the “Study Plan” section. You may access other videos on blackboard by logging in with the username “mvideos” (the password is “mvideos” as well.) There is also YouTube, Khan Academy, and many other online sources. I will be available for tutorial sessions before classes begin (on the days we meet for class).

Sexual Misconduct: By law all faculty members are mandated reporters of any incidents of sexual misconduct. That means that faculty cannot keep information about sexual misconduct confidential if you share that information. Dr. Lynne Cleavinger, the Director of Health & Wellness, can advise you confidentially as can any counselor in the Health & Wellness Center. They can also help you access other resources on campus and in the local community. You can reach Dr. Cleavinger at 716-2563 or lcleavinger@southplainscollege.edu or go by the Health and Wellness Center. You can schedule an appointment with a counselor by calling 716-2529.

Campus Concealed Carry: Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

ADA Compliance: Levelland Campus – Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance to federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in the Student Services Building, 806-716-2577.

Reese Center and Lubbock Center – Students with disabilities who primarily use the Reese or Lubbock Center should call or visit the Disability Services Office in Rooms 809 and 811, Reese Center Building 8, 806-716-4675.