**110 Addendum to the Syllabus**

**Email**

* During the semester, I may need to contact you if a book, calculator, keys, etc are left in class. Occasionally, I may offer extra credit, class announcements, or schedule changes through instructions sent by email. Therefore, it is very important that you check your FLC email regularly to receive these emails in a timely manner.

**Homework Grading**

* Your book homework will be graded for BOTH completeness and correctness. This means that some points can be earned if you complete every one of the problems assigned. The other points will come from the correctness of 1-3 problems, chosen by me before grading. If you skip the problems chosen to be graded or accidentally do the wrong problems, then you will only be able to earn the points for completing the other problems of the assignment. Total point values for each homework assignment may vary depending on the number of problems assigned and the amount of work required.

\*\*Note: In-class activities and worksheets may be graded only for correctness so it is important that you get help from the Alcove or during office hours if you are unsure that your work is correct.

Late homework will not be accepted. If you plan to miss class, you may turn your work into me early or it may also be emailed to me before the end of our regularly scheduled class time. I will always respond that the email was received. If you don’t receive an email, I didn’t get your work.

**Classroom Norms**

Class participation is necessary to fully understand the material so I expect that everyone will come to class with all of the appropriate materials and be prepared to actively participate in class. We will often be working in groups and having many class discussions during the semester. To create a positive classroom environment and help facilitate these discussions, it is necessary for everyone to treat each other with respect. In general, this means that you

* Attend every class, be on time for class and not leave early;
* Should not leave the classroom for any reason (ie visiting bathroom, smoking, getting food/drink);
* Should expect to speak and contribute to class discussions;
* Wait for others to finish speaking before you speak;
* Are quiet and not talking while someone else is speaking;
* Listen to what is being said by your classmates and the instructor;
* Only work on math work during class (no reading or studying material from other classes);
* Discuss only math work when doing group work;
* Bring your graphing calculator, portfolio, printed notes when required, paper, a writing utensil, and other required materials as directed;
* Keep your cell phone in your bag or pocket and do not use it or allow it to ring; and
* Do not wear headphones of any kind even if your music is not on.

As an incentive for strictly adhering to these classroom policies, everyone will be given 10 points at the beginning of the semester. These are extra credit homework points which may be lost, one point at a time, each time you do not meet the norms above. At the end of the semester, I will add your remaining points to the homework points you have amassed as extra credit.

If you need to communicate with me about any complaints related to this class or the classroom norms, the appropriate time to do this is during my office hours or by making an appointment with me. I want to give you the time and attention you deserve; before, during or after class is not enough time.