



C. **COURSE REQUIREMENTS:**

1. **Assignments:** You must read and work through problems to fully understand the concepts presented. As we move through the material I will place a list of questions on TRACS for each chapter. You should complete these problems as soon after we cover the material in class in order to reinforce the concepts that we have discussed. This should be the minimum amount of problems that you work. You are encouraged to work as many extra problems and exercises as possible to aid in your mastery of the subject. We may not cover all of the assigned exercises in class the next day but we will usually hit at least the highlights of some of the problems. These daily assignments will not be turned in or graded.
2. **Examinations:** There will be a total of four (4) exams in this course; three semester exams and a comprehensive final exam. Because we all have some days that are better than others, I have allowed for a built-in curve for your exams. Your highest exam score will be worth 350 points (35% of your final grade), and your lowest exam score will be worth 100 points. The middle two exams will be worth 250 and 300 points. Each exam is graded on a percentage basis, i.e. 95%. To determine your points for that exam, multiply the total points for the exam times the percentage. So, if your highest semester exam score were a 90%, you would multiply 350 (the possible points for your highest exam) by 90%. That would give you 315 out of a possible 350 points for that exam.

This class will have a comprehensive final exam. This exam will consist of multiple choice questions only and cover all of the chapters that we cover during the course. All students must take the final examination.

Make-up Examinations: **THERE WILL BE NO MAKEUP EXAMINATIONS GIVEN!** Failure to take an exam at the scheduled time will result in a zero (0). In those extreme cases where you have what I consider a legitimate excuse and supporting documentation, I will allow the final exam grade to substitute for the excused examination.

Exams for this class will be scheduled during the regular class time (except for the final exam) on the following dates:

<u>Semester Exams</u>	
Exam #1	Thursday, February 12 <sup>th</sup>
Exam #2	Thursday, March 12 <sup>th</sup>
Exam #3	Thursday, April 28 <sup>th</sup>
<u>Final Exam</u>	
9:30 Class	Tuesday, May 12 <sup>th</sup> from 8:00am to 10:30am
2:00 Class	Thursday, May 7 <sup>th</sup> from 2:00pm to 4:30pm
3:30 Class	Thursday, May 7 <sup>th</sup> from 5:00pm to 7:30pm

D. **GRADING POLICY:** Your grade will be determined as follows:

Highest Exam Grade	350 points	A	≥ 900 points
2 <sup>nd</sup> Highest Exam Grade	300 points	B	800-899 points
3 <sup>rd</sup> Highest Exam Grade	250 points	C	700-799 points
Lowest Exam Grade	<u>100 points</u>	D	600-699 points
Total	1,000 points	F	<600 points

All final point totals are rounded up to the next highest whole number (i.e., 899.03 = 900). Each exam consist of a possible 105 points, therefore 5 points of extra credit are built into each exam. In addition, since your highest exam counts for more points and your lowest exam counts for the least number of points, there is a built in curve in the class. Therefore do not depend on a final "curve" for the course; my policy is to strictly adhere to the course grading scale. In other words, 899 points is a "B" not an "A".

**I do not give grades. You earn your grade.** I merely record your scores. If you need a particular grade in this class to maintain a scholarship, be admitted to the School of Business, or for whatever reason, plan now to DO THE WORK TO EARN THE POINTS that equals that grade. **There are no extra credit or grade improvement opportunities offered in this course.**

E. **CLASSROOM POLICIES:**

1. Programmable calculators, cell phone calculators, and mp3 players cannot be used during exams in this course. There are no exceptions to this rule.
2. Please do not disrupt the class by talking to others. If you have a question please ask me.
3. Try to be on time. I will generally start class right on time so if you do happen to be late try to slip in as quietly as possible.
4. You are the only one that can drop you from this course. I cannot drop you from the course.

**UNIVERSITY/COLLEGE POLICIES:**

- A. **DROP:** Dropping means that the student will remain enrolled in at least one hour in the current semester. A "W" will be automatically assigned if the drop procedure is completed on or before 5:00 p.m. on March 26, 2009. After this deadline the student will be unable to drop the course and will receive the grade earned in the class. It is suggested that students consult the instructor prior to dropping from the class.

WITHDRAWAL: Withdrawal means that the student is going to zero hours for the current semester. A "W" will be automatically assigned if the withdrawal procedure is completed on or before 5:00 p.m. on March 26, 2009. After this deadline, the student may withdraw on or before 5:00 p.m. on April 23, 2009. The student will receive the grade earned in the class.

- B. **ACADEMIC HONESTY:** Submission of any work for a grade for which unauthorized help has been received is termed academic dishonesty and will be grounds for a failing grade in the course. "Unauthorized" is a term used here to designate stealing, copying (with or without permission), collaboration with other individuals, or sharing programming code outside of sanctioned group activities. Students are strongly encouraged to refer to the Texas State student handbook for policies related to academic dishonesty. These policies may be found at <http://www.dos.txstate.edu/TxState-Handbook/Rules-and-Policies.html>. This instructor views any such act as a clear violation of ethical standards and will take appropriate disciplinary and punitive action.
- C. **HONOR CODE:** All students are required to abide by the Texas State University honor code. The pledge for students states:

**Students at our University recognize that, to insure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:**

**I pledge to uphold the principles of honesty and responsibility at our University.**

The complete honor code may be found at <http://www.txstate.edu/effective/upps/upps-07-10-01.html> under attachment I.

- D. **STUDENTS WITH DISABILITIES:** A student with a disability may require an accommodation(s) to participate in the course. They must contact the instructor within the first two weeks of the semester. They will be asked to provide documentation from the Office of Disability Services (ODS) at that time. Failure to contact the instructor in a timely manner will delay any accommodations they may be seeking. Ongoing care by a physician does not automatically qualify you as an ODS special needs student. Students are required to file paperwork for accommodations with ODS each semester. Accommodations granted one semester do not automatically carry forward to the next. See UPPS No. 07.11.01 for additional information.

TENATIVE COURSE SCHEDULE: I am sure of only one thing in this class; this schedule will change. So listen in class for any changes. We will not cover all the material in each chapter. Any material not covered in class will not be tested.

Suggested problems for each chapter will be placed on TRACS.

<b>Date</b>	<b>Day</b>	<b>Chapter</b>	<b>Class Information</b>
1/20	T	1	
1/22	TH	1	
1/27	T	2	
1/29	TH	2	
2/3	T	3	
2/5	TH	3	
2/10	T	3	
<b>2/12</b>	<b>TH</b>	<b>Exam #1</b>	<b>Chapters 1, 2, and 3</b>
2/17	T	4	
2/19	TH	4	
2/24	T	4	
2/26	TH	5	
3/3	T	5	
3/5	TH	6	
3/10	T	6	
<b>3/12</b>	<b>TH</b>	<b>Exam #2</b>	<b>Chapters 4, 5, and 6</b>
<b>3/17</b>	<b>T</b>	<b>No Class</b>	<b>Spring Break</b>
<b>3/19</b>	<b>TH</b>	<b>No Class</b>	<b>Spring Break</b>
3/24	T	8	
<b>3/26</b>	<b>TH</b>	<b>8</b>	<b>Last Day to Drop by 5:00PM</b>
3/31	T	8	
4/2	TH	8	
4/7	T	9	
4/9	TH	9	
4/14	T	9	
4/16	TH	9	
4/21	T	10	
4/23	TH	10	
<b>4/28</b>	<b>T</b>	<b>Exam #3 *</b>	<b>Chapters 8, 9, and 10</b>
4/30	TH	Review	
<b>5/7</b>	<b>TH</b>	<b>Final Exam</b>	<b>2:00 Class @ 2:00 PM</b>
<b>5/7</b>	<b>TH</b>	<b>Final Exam</b>	<b>3:30 Class @ 5:00 PM</b>
<b>5/12</b>	<b>T</b>	<b>Final Exam</b>	<b>9:30 Class @ 8:00 AM</b>