

There will be 12 quizzes that are open note and based on homework. Some will be in class, some may be take-home due the next class meeting. Some may also be done in groups. There are no make-up quizzes. Any missing quiz grade will be recorded as a 0. Your lowest 2 quiz grades will be used as extra credit. Quizzes will be 10 points each. (100 points)

There will be 3 in class exams and one final exam that are closed book and closed note. Students must work independently. Plan now to be in class on the date of the exams. No make-up exams will be given unless arranged in advance with supporting documentation. Any missing exam grade will be recorded a 0. Exams will be 100 points each. (400 points)

**I DO NOT give make up assignments.** You must complete the work and turn it in on time.

It is critical that you read ahead and ask questions. Stay organized, take good notes and read your notes after class. If you are having difficulty with the material, get help. Work with others outside of class, form a study group if possible. You are responsible for all material in assigned chapters and all material covered in lecture, even if you are absent, so find someone in class to make you copies of the notes if you cannot be in class.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### **Course Grading Based on Course Objectives**

Points earned in the course will be based on the following items. Points are approximate and may be modified according to extra or deleted assignments.

Homework:	100 points
Quizzes	100 points
3 Exams	300 points
<u>Final exam</u>	<u>100 points</u>
Total points	600 points

Your grade will be based on the following points and percentages:

540 or more points (90 – 100%)	= A
480 – 539 points (80 – 89%)	= B
420 – 479 points (70 – 79%)	= C
360 – 419 points (60 – 69%)	= D
Below 360 points	= F

Attendance, class participation and a subjective instructor's interpretation of work may be used in assigning a final grade to borderline cases.

### **Incomplete Grade**

To receive a final grade of incomplete, you must be passing the class and be unable to take the final exam.