

Grades: Grades are weighted as follows:

Homework, zyBook reading, Blackboard quizzes, Team assignments	20
Quizzes	10
3 Midterms	45 (15 each)
Final	25
Total	100

Generally, an assignment of some kind may be due before every class period of the semester. Late assignments of any kind will not be accepted.

Homework: Homework will be posted on Blackboard and will be due approximately one week later before the start of class.

ZyBook reading: Sections of the zyBook will be due through the semester. A schedule will be included on Blackboard.

Blackboard Quizzes: Short quizzes will be posted on Blackboard each week. These questions will serve to keep the student current with the reading assignment.

Team assignments: Work in your assigned teams will be posted to Blackboard with instructions about the assignment and due dates.

Quizzes: A short quiz will cover material discussed in the previous classes and homework assignments. There will be no makeup quizzes (if you miss a quiz you will receive a zero – exceptions will **require** an excused absence, see Absenteeism below); however, at the end of the semester, we will "throw out" your lowest (one) quiz score. You are expected to bring your calculator to every class. Quizzes may be announced or unannounced.

Examinations: Exams will be closed book and notes and will be held in class. Any exceptions to taking the exam at this time will **require** an excused absence, see Absenteeism below. The final will cover all of the course material. One make up exam will be offered to students missing an exam due to an excused absence. The make up exam will be cumulative (through the third exam) and is scheduled for 7am Monday, April 25, 2016.

Re-grade Policy: If you feel your exam, quiz or other assignment has been incorrectly or unfairly graded, submit a request for a re-grade as follows. All requests must be submitted to your instructor in writing during the class period following the item's return (e.g., exam returned on Wednesday, re-grade requests accepted on Friday). The re-grade will be based strictly on your written request.

Class Ethics: Unless otherwise instructed, all class work that receives a grade is to be done individually. Exceptions to this rule include homework and team assignments, where working together in small groups is a good opportunity for you to better understand the material. Using solutions manuals or other online resources to assist in solving homework needs to receive proper citation or will be considered cheating (i.e., representing the work of others as your own). Cheating will not be tolerated in this course, and all incidents will be handled according to the guidelines published in the university's policy statement on academic dishonesty. All students are expected to be familiar with this policy.

Absenteeism: All excused absences must adhere to the University's Missed Class Policy. Students must submit requests for an excused absence in writing via email (or via voicemail) to

Professor Liberatore. The requests must be received at least two weeks before an assignment is due or exam is given, except in the case of personal emergencies. All requests should include written documentation of the missed class time (e.g., doctor's note, etc.). The professor will respond within one week via email granting or denying the excused absence request.

Uncollected documents: All course documents (homework, quizzes, etc.), with the exception of the final exam, will be recycled if not collected by one week following the final exam. Final exams will be held for five months and then recycled.

Schedule (subject to change)

Date	Information	Week	#
1/11/16	Syllabus, Introductions, YouTube challenge p	1	1
1/13/16		1	2
1/15/16		1	3
1/18/16	MLK Day - No Class	2	X
1/20/16		2	4
1/22/16		2	5
1/25/16		3	6
1/27/16		3	7
1/29/16		3	8
2/1/16		4	9
2/3/16		4	10
2/5/16		4	11
2/8/16		5	12
2/10/16	Exam 1	5	13
2/12/16		5	14
2/15/16		6	15
2/17/16		6	16
2/19/16		6	17
2/22/16		7	18
2/24/16		7	19
2/26/16		7	20
2/29/16		8	21
3/2/16		8	22
3/4/16		8	23
3/7/16	Spring Break	X	X
3/9/16	Spring Break	X	X
3/11/16	Spring Break	X	X
3/14/16		9	24
3/16/16	Exam 2 (option 1)	9	25
3/18/16		9	26
3/21/16		10	27
3/23/16	Exam 2 (option 2)	10	28
3/25/16		10	29
3/28/16		11	30
3/30/16		11	31
4/1/16		11	32
4/4/16		12	33
4/6/16		12	34
4/8/16		12	35
4/11/16		13	36
4/13/16		13	37
4/15/16		13	38
4/18/16		14	39
4/20/16	Exam 3	14	40
4/22/16		14	41
4/25/16		15	42
4/27/16		15	43
4/29/16		15	44
5/6/16	Final Exam 10:15am to 12:15pm	16	