Math 104 Course Policies
Spring 2013, Hamilton Hall 102
MWF 1:30-2:20

Instructor: Brian Harbourne
e-mail: bharbourne1@unl.edu
Office: Avery Hall 331
Office Hours: Mon, 3:30-4:00; Wed 2:30-3:20; Th 3:30-4:20; and by appointment.
Text: Calculus with Applications: Brief Version, 10th Edition by Lial, Greenwell, Ritchey;
Published by Pearson. Please bring your book to class with you.

Calculator: You will need a calculator with logarithms and exponential functions on it (ln x, log x and e^x buttons). Graphing calculators and calculators that can do calculus are not allowed on quizzes and exams.

Syllabus: The syllabus tells you which sections we will be covering on which days and which exercises are assigned. It also tells you the exam dates. The syllabus is shared by all sections of Math 104.

Quizzes: Approximately every Wednesday you will have a 20-minute quiz, starting the second week of class. You will not have a quiz on the weeks you have an exam. We will have eight or nine quizzes this term. Your two lowest quiz scores will be dropped. No make-ups on quizzes except in exceptional circumstances.

Exams: Again, these are as scheduled on the syllabus. Only your three best exam scores count. If you have to miss an exam (UNL sponsored event, funeral, illness, etc.), you need to send me an e-mail ahead of time. If I agree you had a valid reason for missing the exam, I reserve the right to require documentation before allowing you to take a make-up.

Homework: Homework exercises and corresponding dates are listed on the syllabus. The quizzes and exams will look a lot like the homework and problems we work out in class. For exams and quizzes, I recommend **re**doing at least half (if not all) of the homework problems from scratch without looking at your book or notes. This is how you test your understanding before the real exam. It is your job to understand the homework well enough to show me that you know how to do the problems on the exam. If you do the homework, but do poorly on the quizzes and exams, then you do not understand the homework well enough. Repeat each homework problem until you can do every one from scratch, reasonably quickly.

Online Homework: After each class meeting you will have an online version of the textbook homework to complete through the MyMathLab website at http://unl.mylabsplus.com. You have two days to complete each assignment. MyMathLab offers detailed, step-by-step help on the homework. Most students find it very useful, though it is in some cases picky about the answers it accepts.

To register for the online HW, go to the website above, and log in using your UNL ID number and the word "password" for the initial password. You will need to then enter the access code that comes with the purchase of your textbook. (If you are repeating the course from the fall, send me an e-mail and I can arrange for you to get another code.) If you encounter problems, use the Temporary Access feature in the meantime. *Before starting, make sure your browser settings match the requirements given by the website. Best troubleshooting tool for operational problems: Live Chat.*

Help: Besides my office hours, you have the Math Resource Center in Avery 13B (extensive hours listed on the syllabus).

Blackboard: Check Blackboard regularly for any announcements in the class.

Cell Phones, etc: For the 50 minutes our class meets, please refrain from texting or using your cell phone or laptop.

Grades: Grades are based on the following. There is no secret extra credit.
Online Homework   90 points
Quizzes   210 points
Exams   300 points
Final   200 points
Total   **800 points**

To earn each grade below, you will need the following percentages:
A+$\geq$ 95%, A$\geq$90%, A-$\geq$87%, B+$\geq$84%, B$\geq$80%, B-$\geq$77%, C+$\geq$74%, C/Pass$\geq$70%, C-$\geq$67%, D+$\geq$64%, D$\geq$60%, D-=57%.

Course Evaluation: The Department of Mathematics Course Evaluation Form will be available through your Blackboard account during the last two weeks of class. You'll get an email when the form becomes available. Evaluations are anonymous and instructors do not see any of the responses until after final grades have been submitted. Evaluations are important---the department uses evaluations to improve instruction. Please complete the evaluation and take the time to do so thoughtfully.

ADA Info: Students with disabilities are encouraged to contact the instructor for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska-Lincoln to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements. To receive accommodation services, students must be registered with the Services for Students with Disabilities (SSD) office (http://www.unl.edu/ssd/), 132 Canfield Administration, 472-3787 voice or TTY.