1. **Instructor:** Edgar N. Reyes, Ph.D.

2. **Office Address:** 330C Fayard, phone no. 549-5891, e-mail: ereyes@selu.edu

3. **Office hours:** 10:20-12:20, 3-4 MW; 11:50-1:50 TTh

4. **Homework:** In the link below, the homework exercises are listed. The link will be updated as the semester goes.

   [http://www2.southeastern.edu/Academics/Faculty/ereyes/241sp20.html](http://www2.southeastern.edu/Academics/Faculty/ereyes/241sp20.html)


6. **Coverage:** Chapters 1-11, basically several sections within each chapter

7. **Calculator Policy:** A calculator is required specifically TI-82, TI-83, or TI-84. We begin using the calculator on the first day of classes.

8. **Grading, Testing and quizzes:** I will be expecting students to organize, and to write their work clearly when taking the quizzes, tests, and final exam. Students will be expected to use correct syntax.

   - There will be 10-minute quizzes on Wednesday at the start of the class period, unless it is a test day or the first day of classes. No extensions if you come late, no makeups since the lowest two quizzes will be dropped. The total of the quizzes (after one quiz is dropped) will be converted to a percentage that is at most 100%.
   - Three tests (100 points each); Dates: Feb. 19, March 25, April 29
   - Final exam (100 points, comprehensive); Date: Wednesday, May 13, 12:30-2:30 pm

   At the end of the semester, you could get at most 100 (percentage) points from the quizzes, 300 points from the tests, and 100 points from the final exam. This is a total of 500 points. The final letter grade for the class will be determined by the following scale:

   - A 450-500
   - B 400-449
   - C 350-399
   - D 300-349
   - F 0-299

Regarding Missing Tests: A make-up to a missed quiz or test may be arranged only if you have a valid University excuse and with supporting documents such as a doctor’s note for illness, funeral services documentation or death certificate for death of an immediate family member, official University documents supporting students attending conferences or University athletes
on road trips, and court/federal documents requiring your presence. In such a case, a make-up will be given on Thursday, May 7, 2020 at 12-1:30 pm in my office at Fayard 330C. Expect the makeups to be harder since you have more time to prepare. Note, the test dates are given above.

9. **Important Dates**: The Drop/Add period is Wednesday, January 22 to Thursday, January 23 until 5:00 pm on Thursday, January 23, 2020. The last day to withdraw from classes or resign from the University is Friday, March 27 at 12:30 pm. The last day to return rental textbooks without a fine is Monday, May 18. Student accounts will be charged for any rental books not returned by 12:30 pm, Friday, May 22, 2020.

10. **Expectations Regarding Student Behavior**: Classroom behavior that interferes with either (a) the instructor’s ability to conduct the class, or (b) the ability of students to benefit from class instruction is not acceptable.

   (a) Do not hold, use or answer your phones or other electronic devices in class. Do not use FaceBook, read, write, or send text messages using your phones, laptops, or electronic devices.

   (b) Always put your cell phones, computers, electronic devices on your purses, pockets, backpacks, or placed under your seats where they are not visible to me.

   (c) All electronic devices must be turned off or put in sleep mode. If needed, I will warn students or the class that substantial points will be taken off from quizzes, tests, and the final exam if your phone rings or sounds in class.

   (d) I will ask you to leave the classroom if a student continues to use cell phones and computers that is not resolved in a day.

   (e) Repeatedly talking in class without being recognized, and talking while others are speaking are behaviors that interfere with class instruction and student learning.

   (f) Entering the class late or departing early more than 3 times during the semester interferes with class instruction and student learning.

   (g) In the event of a situation where a student legitimately needs to carry a phone or electronic device, or legitimately needs to leave class early, prior notice and approval of the instructor is required.

   (h) Furthermore, I will ask you to move to another seat or refuse to give you the test, quizzes, and the final exam without makeup if you do not follow my class rules.

   (i) The above policies are nonnegotiable.

Classroom behavior which is deemed inappropriate and cannot be resolved by the student and the faculty member may be referred to the Office of Judicial Affairs for administrative or disciplinary review as per the Code of Student Conduct which may be found at the link below.

https://www.southeastern.edu/admin/osaa/know_the_code/index.html

11. **Accommodations for Disability**: If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify
with the Office of Disability Services, Student Union, Room 1304. No accommodations will be granted without documentation from the Office of Disability Services. The deadline for registering or making accommodation changes is two weeks prior to the start of the Final Exam period. Any requests received after the deadline will generally be considered for the following semester.

12. **Reporting Sexual Misconduct**: If you would like to report a sexually oriented crime, please be aware that the University Policy regarding Victims of Sexual Misconduct is located online at

[https://www.southeastern.edu/resources/policies/assets/sexual_misconduct.pdf](https://www.southeastern.edu/resources/policies/assets/sexual_misconduct.pdf)

as well as at page 75 in the University Student Handbook at


The policy includes definitions of the various sexually oriented offenses prohibited by Southeastern as well as the reporting options for victims and the process of investigation and disciplinary proceedings of the university. For more information log onto

[http://www.southeastern.edu/admin/police/victims_soc/index.html](http://www.southeastern.edu/admin/police/victims_soc/index.html)

13. **Email communication**: According to Southeastern Louisiana University policy, your Southeastern email address is the only acceptable email address that I may use in communicating university correspondence.

14. **Academic Integrity**: Southeastern Louisiana University expects students to maintain the highest standards of academic integrity at all times. Behavior that violates these standards is not acceptable. Examples of cheating include the use of unauthorized material or communication with fellow students during a quiz or exam, attempting to benefit from the work of another student, and similar behavior that defeats the intent of a quiz or exam. I consider cheating as a very serious offense, and it shall be grounds for disciplinary action as outlined in the [Academic Integrity Policy](http://www.southeastern.edu/admin/police/victims_soc/index.html).

15. **Children in the classroom**: The classroom is not a place for children or other family members. Students are not to bring their family members for day care or babysitting. For more information, please see [Casual Visitors Policy](http://www.southeastern.edu/admin/police/victims_soc/index.html).