Dr. Karen J. McGaughey (pronounced “McGoy”)
Office: 25-104
Phone: x66578
Email: kmcgaugh@calpoly.edu

Office Hours: M 2:10-3:00p
            T 3:10-4:00p
            W 11:10-12:00p, 3:10-4:00p
            Th 3:10-4:00p
            Otherwise by appointment

Course Prerequisite: Passing score on precalculus MAPE, or MATH 221

Required Text & Materials:
- Calculator
- Computer Access – Course notes will be posted on Blackboard by chapter. You must have regular access to a computer. It is your responsibility to download the notes prior to coming to class.
- You are expected to bring your notes and calculator to class everyday (3-ring binder)

Important Dates: Wednesday, April 6 – Last day to enter ePermit numbers
                Thursday, April 7 – last day to add/drop a class

Blackboard: All course notes, hand-outs, optional problems, homework, etc. will be posted to blackboard. You should get in the habit of checking blackboard regularly for announcements. In addition, under the Communications link you’ll find a Discussion Board. All content/homework related questions should be posted to the discussion board. I will check this periodically and post answers. Emails should be sent only for personal issues. It is your responsibility to check blackboard for notes/homework/announcements etc. in the event that you miss class.

Optional Problem Sets: A set of optional problems (from the text) will be posted on blackboard each Monday. These problems will be for your benefit only as they will NOT be graded. You are encouraged to work with each other on the completion of these problems. While the problems will not be graded they will form the basis of the midterm exams.

Homework: Homework problems will be assigned on Tuesdays and will be due the following Tuesday. These assignments will be graded and will constitute 20% of your course grade. The purpose of these problems is to help you further identify whether or not you are grasping the material in this course. You are encouraged to work together in small groups, however, it is important that you spend some time working alone prior to consulting with your group.

**NO late homework will be accepted. Homework which is not stapled, or done in a neat, professional manner will NOT be graded.**
Midterm Exams: There will be 3 midterm exams which will be closed note and closed book. The midterm exams will comprise 55% of your course grade. You will need an 8 ½ x 11 inch blue book for each of the midterms. On the inside front cover of the blue book you may write down any necessary FORMULAS and DEFINITIONS for the exam. No examples. Failure to comply with this policy will result in a score of 0 on the exam. You may use a calculator on the exams. Cell phones are not permitted. **Make-up exams will be given only for compelling reasons when submitted in writing at least one week prior to the exam. Make-up exams must be taken before the regularly scheduled exam time.** Should you fall ill or have some unavoidable conflict the day of an exam email me immediately or call my office or the Stat office (756-2709). With documented evidence of your illness or conflict, arrangements will be made to rescale the evaluation process.

Final Exam: The final exam will be a closed note, closed book, comprehensive exam. The final exam will constitute 25% of your course grade. You will need an 8 ½ x 11 inch blue book for the final exam. A formula sheet will be provided for the final exam. **There will be NO make-up exams and NO early exams given for the final.**

Final Exam Date & Time:

Thursday, June 9
10:10am – 1:00pm

Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
<td>20%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>55%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>25%</td>
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<tr>
<td>D</td>
<td>60 – 69</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>69 &amp; below</td>
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The grading scale above is the worst case scenario.

To be successful in this class I strongly recommend that you do each of the following:

- Take all exams
- Attend class every day
- Do all optional problem sets and homework problems as they are assigned.
- Read the corresponding sections of the text as we cover the material.
- Understand all of the material in the lecture notes, as well as how to do all homework problems.
- Spend approximately 8 hours/week outside of class reviewing and studying this material
- Visit me during office hours immediately if you encounter a problem.

Should you encounter problems with any of the above recommendations see me immediately.

Academic Honesty: It is assumed that all work turned in for this course is the work of the student whose name appears on that work. You may work with your classmates on homework problems, however, assignments that look too much alike will be considered a violation of the academic honesty policy. I take any form of cheating seriously. If a cheating incident arises, you will receive an F in the course and I will report the incident to the Office of Judicial Affairs. Go to http://www.calpoly.edu/~saffairs/csra for information on the CPSU academic honesty policy.

Classroom Courtesy:

- Cell phones should be turned off or to silent mode before class begins. Please do not answer your phone during class.
- Refrain from eating during class as it can be a distraction/annoyance to those sitting around you.
- Be on time! I will start and dismiss class on time.
- Refrain from reading the newspaper, working the crossword puzzle or studying material from other courses.