

Instructor: Keith Foster · Office: SC 327 & WC 202 · 479.619.4380 · gkfooster@nwacc.edu · <http://gkfooster.com>

Office Hours: E-mail is the best way to reach me, if I'm not in the office. Office Hours are posted on my website at <http://gkfooster.com>, which will include any updates. Always check this website to see if I might not be in at certain times. I will be in my office (either SC 327 or WC 202) during these times. Exceptions will be noted on my website.

Grading Policy: A letter grade will be assigned based on the standard percentage scale:

A 90-100	C 70-79.9	F below 60
B 80-89.9	D 60-69.9	FP failure due to non-attendance

Details on how percentage score for your class is determined is stated on the course outline.

Administrative Drop/Withdraw: NorthWest Arkansas Community College (NWACC) students are expected to participate in class throughout the semester. NWACC faculty are required to track student participation in course activities in the college designated system. If an instructor chooses to use attendance as part of grading, the specific attendance policy will be distributed with other course information at the beginning of the semester. Faculty are required to document student participation in classroom activities used to determine administrative withdrawal. These class activities may or may not be used as part of grading. Requirements for class participation to determine administrative drop (removed from course with 80% refund) (NP) and end of term reporting (FP grade) will be included in the course syllabus and distributed with other course information at the beginning of the semester.

Course Commencement and Drop for Non-participation at Census: Students should establish participation in required course activities before the census date. Students who do not establish participation before the census date will be administratively dropped from the class with an 80% refund. There will be no reinstatement of students who have been administratively dropped for failure to establish participation in course activities. Course commencement requires active participation in course activities. Presence in the classroom or logging into the on-line course system is not sufficient to establish participation. Course commencement establishes a student's eligibility for financial aid and inclusion in the official course roster. Census date is set by the college and typically marks the end of the add/drop period. On this day, the college takes a "snapshot" of all students' enrollment and is used for both state reporting and financial aid eligibility. It is generally the end of the eleventh day of classes for a 16-week course and the end of the fifth day for courses in shorter parts of term.

Interim Grading and Administrative Withdrawal for Non-participation: Faculty will report students' academic progress prior to midterm. Interim Grade Reporting occurs prior to midterm. Reporting dates will be indicated on the college academic calendar.

Grades of FP (failure to participate) will be issued to those students failing to participate in class activities and failing to officially withdraw from their course(s). Students will be assigned a grade of "FP" if they do not officially withdraw from the course and failed to participate in course activities through the end of the period. FP is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. Students who complete the course but fail to achieve the course objectives will be awarded the grade of F (failing).

Red-Letter Days: All special dates related to this course can be found on the course outline and/or on myMathLab (exams dates, due dates, etc.), if used. Dates related to NWACC policies (drop dates including Administrative, final week dates, etc.) can be found on the NWACC Calendar page. It is the responsibility of each student to know where to find these dates. NWACC Calendar link: <https://www.nwacc.edu/academiccalendar.aspx>.

FERPA Statement: NWACC is committed to your right to privacy as outlined in the Family Educational Rights and Privacy Act. This means that I can only communicate grades with you in person, on myMathLab or using email via your NWACC account.

Students with Disabilities: If you have a disability or medical concern, which you feel may impact your access to or progress in this course, please contact the Disability Resource Center (DRC). The DRC works with students and faculty collaboratively to coordinate reasonable academic accommodations for students. Once your registration with the DRC is complete, you should contact me privately to discuss your Accommodation Letter. The DRC is located in Room 114 on the first floor of the Student Center. For more information, please email (preferred) disability@nwacc.edu or call the main office at (479) 986-4076.

Academic Dishonesty Policy: For equality purposes, your instructor reserves the right to clear your calculator of unapproved formulas and programs before each exam. No calculator with a CAS (Computer Algebra System) such as TI-89, TI-92, TI-Voyage or comparable utility is allowed in any class. The attempted use of a prohibited calculator or program is academic dishonesty and will result in a score of 0 with no possibility of the score being dropped or replaced. This also applies to all other forms of academic dishonesty including but not limited to: using formula sheets not provided by instructor or any notes, leaving the room and returning during an exam, copying from someone else's paper, or allowing someone to copy your paper. Further action will be taken according to the policy on Academic Honesty in the current College Catalog.

Proctored Exams: Courses meeting face-to-face will have each exam given during normal class time, in the classroom and on the scheduled day. Online classes will take exams via the Testing Center (link provided on my webpage). It is a requirement of the Mathematics Department that all exams be proctored either by their instructor or by the Testing Center personnel.

Calculator Use: Students can use up to the TI-84 model (or comparable) calculator for most courses, except for any of the calculus sequence (Calculus I, II, III) or Differential Equations, any graphing calculator is not permitted. When permitted, and if using a graphing calculator or multi-line scientific calculators, please be aware that supporting work for any of the processes will be required to earn any credit on any exam or in-class quiz. Answers without correct supporting work will not earn any credit. Remember, the use of a calculator should enhance the mathematics, not replace it. The process of obtaining a solution is many times more important for our purposes than the solution itself. I will grade your work as well as your solutions. It is also possible that there will be quizzes and/or exams where no calculators at all are allowed.

Calculator with a CAS (Computer Algebra System) such as a TI-89 or TI-92 are not allowed in any NWACC math course. Graphing calculators can be rented semester-long from NWACC by paying the rental fee at the cashier's window. You must then bring your receipt and driver's license to Brenda Andrews in SC 351 where she will assign a calculator to you. Instructor examples will be done using either a TI-83 or TI-84, if such calculators are permitted.

Students are responsible for having a calculator for usage during homework, quizzes and exams.

Other Resources: Free tutoring is available at the Math Center, located in SC 344A. Also, make use of online resources, such as YouTube videos and many websites (use Google to find).

Canvas Limitations: Just a reminder, we will NOT be using Canvas. No assignments will be posted to Canvas for any of my courses. All course information given outside the classroom will be emailed to your NWACC email account.

In courses using myMathLab (MML), no grades will be posted on Canvas, since myMathLab has a gradebook. If myMathLab is not being used in your course, then your grades will be uploaded into the Canvas gradebook.

Inclement Weather Policy: Decisions on college status during inclement weather are made by the President or the President's designee. Such decisions will be posted on the college web site, at <http://www.nwacc.edu>. The decision might be to move the class to Remote Streaming. OnLine classes are never affected by inclement weather and therefore will never be cancelled.

Class Continuation Plan: NWACC reserves the right to enact a class continuation plan in the event of class cancellations due to weather or other emergency events. The instructor will maintain continuity using myMathLab, Canvas or other alternate means as determined by the instructor. You will be contacted via your established communications channels with instructions. Students will be expected to continue with assignments. Online classes will continue to operate according to schedule. Consideration may be given for exceptional circumstances. Note: for online classes, there will be NO cancellation of any class for any reason, including inclement weather.

Course Issues: Please contact me first with any questions or concerns with the class. If you have concerns about the class that you do not wish to discuss further with me, please contact either of the math department co-chairs: Meredith Davis at (479) 986-6920 or medavis1@nwacc.edu; Amber Holtz at (479) 986-4007 or aholtz@nwacc.edu.

NWACC General Policies Link: For additional college wide policies, go to the following website: <https://nwacc.instructure.com/courses/854631/pages/syllabus-policies>. You are responsible for these policies, as well.