Instructor: Dr. William D. Emerson
Office: Science 3019
Telephone: 303-556-3930 Voice mail is available but e-mail is preferred.
e-mail: emersonb@msudenver.edu

If I haven’t answered an email within 24 hours please send it again.

Dropbox: I will email you a link to a Drop Box folder that will contain class notes, solutions to exams, etc.

Office Hours: My official office hours are MW 1:00-1:50, TR 10:00-11:25. Normally I am on campus for long periods of time, you are welcome to stop by anytime that I’m in. If you have conflicts with these office hours I am also available for additional hours by appointment.


Grading: Your final average for this course will be determined according to the following weights:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>0.20</td>
</tr>
<tr>
<td>Exams(4)</td>
<td>0.60</td>
</tr>
<tr>
<td>Final</td>
<td>0.20</td>
</tr>
</tbody>
</table>

Your final grade will be determined according to the traditional 60-70-80-90 scale. I will drop the lowest of the four exams when computing the exam average.

Exams: Exams will be given on the following dates:

- September 13
- October 11
- November 8
- December 6
- ??? (final)
Make-Up Exams: No make-up exams will be given under any circumstances. If you miss an exam, that will be the exam which is dropped in the computation of your exam average. If you miss more than one exam, you will need to make arrangements with the instructor about how your final average will be computed.

The final exam may be made up only upon presentation of verifiable written evidence that uncontrollable circumstances prevented the student from taking the final. The instructor will be the sole determiner of whether the circumstances warrant a make-up final.

Cell Phones: Cell phones must be turned off during class - no cell phone use, including texting, will be permitted during class time. Calculators on cell phones are never permitted on exams.

Dean’s Statement: Students are responsible for full knowledge of the provisions and regulations pertaining to all aspects of their attendance at MSU Denver, and should familiarize themselves with the policies found the following website:

https://www.msudenver.edu/advising/student/academicpolicies/

Alternatively, students may find the following website usefull:

http://mcs.msudenver.edu/degrees/courses/policies

Behavior: Students are allowed to speak to the instructor and to the class as a whole after being recognized by the instructor. Private conversations between students disrupt the learning environment and are not allowed. Students violating this policy will be given one warning and will then be asked to leave the classroom.

NC Policy: The NC policy has changed recently. For a 100% refund the date is Sunday, August 28 and for a 50% refund the date is Wednesday, September 7. The last day to obtain an NC is Wednesday, November 9. This is a hard deadline and will be enforced as such. The department will not approve any late NC requests. Students must request an NC through MetroConnect; faculty approval is no longer required.

Snow Days: The decision to close the Auraria campus due to snow is made on the basis of whether the snow on campus can be cleared. Unfortunately, that does not reflect snow conditions throughout the rest of the metropolitan area or on the roads leading to the campus. Therefore, I have established the following policy: If either Jefferson County or Denver Schools are closed because of snow, I will not attempt to drive to campus and you may consider the class cancelled.