

SCHEDULE FOR		MATH		FINITE 011.25		F. JONES		
<u>MASTER SCHEDULE</u>				Jan-2009		1st, Day 1/5/09		
		DYS BTW	CLS/WK					
		2	2					
NOTE. ALL LAST DAYS ARE FRIDAY FOLLOWING								
THE DATE ENTERED		DAY	DATE	WK #	DAY #	SECTIONS TO BE COVERED IN CLASS	STUDY AFTER CLASS AND CONTINUE TO STUDY	PREREAD BEFORE NEXT CLASS
BEGIN		Mon	5-Jan	1	1	1.1 - 1.5	1.1 - 1.5	1.1 - 1.5
		Wed	7-Jan	1	2	1.1 - 1.5	1.1 - 1.5	2.1 - 2.4
		Mon	12-Jan	2	3	2.1 - 2.4	2.1 - 2.4	3.1 - 3.2
LAST DAY FOR REFUND		Wed	14-Jan	2	4	3.1 - 3.2	3.1 - 3.2	EXAM ! + 41
MLK HOL		Mon	19-Jan	3	5	NO CLASS	NO CLASS	
LAST DAY TO DROP NG EXAM 1	EXAM 1	Wed	21-Jan	3	6	EXAM ! + 41	EXAM ! + 41	REVIEW + 4.2
		Mon	26-Jan	4	7	REVIEW + 4.2	REVIEW + 4.2	4.1 - 4.2
LAST DAY FOR P/NP		Wed	28-Jan	4	8	4.1 - 4.2	4.1 - 4.2	5.1 - 5.6
		Mon	2-Feb	5	9	5.1 - 5.6	5.1 - 5.6	5.1 - 5.6
		Wed	4-Feb	5	10	5.1 - 5.6	5.1 - 5.6	EXAM 2 +6.1
EXAM 2	EXAM 2	Mon	9-Feb	6	11	EXAM 2 +6.1	EXAM 2 +6.1	6.1 - 6.3
		Wed	11-Feb	6	12	6.1 - 6.3	6.1 - 6.3	REVIEW + 6.4 6.5
WASH. HOL		Mon	16-Feb	7	13	NO CLASS	NO CLASS	
		Wed	18-Feb	7	14	REVIEW + 6.4 6.5	REVIEW + 6.4 6.5	7.1 - 7.5
		Mon	23-Feb	8	15	7.1 - 7.5	7.1 - 7.5	8.1 - 8.4
LAST DAY FOR "W" EXAM 3		Wed	25-Feb	8	16	8.1 - 8.4	8.1 - 8.4	REVIEW
		Mon	2-Mar	9	17	REVIEW	REVIEW	EXAM 3 + 9.1
	EXAM 3	Wed	4-Mar	9	18	EXAM 3 + 9.1	EXAM 3 + 9.1	REVIEW +9.2 - 9.3
		Mon	9-Mar	10	19	REVIEW +9.2 - 9.3	REVIEW +9.2 - 9.3	10.1 - 10.3
		Wed	11-Mar	10	20	10.1 - 10.3	10.1 - 10.3	REVIEW
		Mon	16-Mar	11	21	REVIEW	REVIEW	REVIEW
EXAM 4	EXAM 4	Wed	18-Mar	11	22	EXAM 4	REVIEW	REVIEW
		Mon	23-Mar	12	23	REVIEW	REVIEW	REVIEW
FINALS 4:00- 6:00 p.m.		Wed	25-Mar	12	24	FINAL		

Instructor: Frank Jones Email jonesfrank@fhda.edu Office M and W 3:00 – 3:30 pm. in S43

Text: "Applied Finite Mathematics" Rupinder Sekhon 2nd. Ed. or after evening class in S31.

Scope: All those sections of the above text listed in the ‘read’ and ‘study’ columns on the schedule attached

Attendance Good grades require **regular** and **punctual** attendance. Students who miss an average of one class per week or in three in total at any time (whichever is less) may be dropped. Significantly late arrival or early departure may be counted as one third of an absence. Students are responsible for their signature on the attendance sheets circulated each day. Difficulties which could cause attendance problems should, at the student’s initiative, be discussed with the instructor as early as possible. Please note also that a class may not be dropped after the last date for a **W** (see below). A letter grade (most likely an **F**) will be given for all non-dropped classes. In all cases including non-attendance it is the student’s responsibility to get drop forms processed. **Failure to do so will result in an F. Failure to take the final will also result in an F.**

Behavior Cheating is a serious matter and may result in an **F** or even more severe actions with long term consequences. Students will be expected to refrain from **any** behavior which in the instructor’s judgment disrupts the class.

Homework: Homework is intended to be learning rather than a testing activity. Students read the specified text and other sources they may find in libraries etc. Students should work their way through an adequate number of questions in the exercises at the end of each section covered and also the relevant exercise problems at the end of the applicable chapters. These should be worked on firstly soon after the topic is covered in class and students also should return and repeat earlier exercises at later dates for review and solidification. These problems will in general not be collected but failure to do them almost certainly will detract from the grade.

No TI89 calculators will be allowed for quizzes or Exams!

Quizzes: Short quizzes will test how well important facts have been learned and remembered. Missed quizzes will score zero. The two lowest scores will be dropped. The remainder will be scaled and averaged.

Examinations: Four examinations during the quarter will be biased towards the most recently studied topics but also may test any subject previously covered. The scores from these examinations will be scaled and averaged. There will be no make up Exams. If there is a serious emergency which results in missing an exam the student should notify the instructor as soon as possible. That is before the exam if possible and **NO LATTER THAN** just before the start of the next class which the student attends.

Grade:	Quizzes will comprise 15% of the grade.	A	90% or higher
	The four examinations will comprise 50% of the grade.	B	80% but less than 90%
	The Final Examination will comprise 35% of the grade.	C	65% but less than 80%
	There will be no make up examinations or quizzes.	D	50% but less than 65%
	Failure to take the Final Examination will result in an F .	F	Less than 50%
	Plus and minus grades will not be given in this course.		

Dates:	Last date to drop with no record	January 23rd.
	Last date to File P/NP	January 30th.
	Last date to drop with a “W”	February 27th.
	Final Examination in S31 at 6:00 p.m. – 8:00 p.m.	Wednesday March 25th.

HOMEWORK and STUDY

A minimum of 10 hours per week of homework, preferably on a regular daily basis rather than in a couple of marathon sessions, is necessary in order to adequately learn the material and to get a good grade.

Study the 'Master Schedule' provided. It lists every day in the quarter and numbers the weeks and active days of the quarter. There are three columns containing chapter numbers and sections.

The first of these three columns indicates the date on which the listed sections are expected to be explained in class.

The second of these columns suggests what you primarily should be reading and studying on and after a given day.

The third of these columns suggests what you should be reading ahead on a given day.

It is suggested that you at least very **briefly** read the sections to be taught on a given day **before** it is covered in class. Then after it has been covered in class, you should reread the section in more detail and study it. At this time you should work through the questions at the end of each **section** to convince yourself you understand the subject matter.

It is essential that students do the homework described on the previous page and it essential that students go back from time to time and redo this work. This repetition plays a very large part in helping to get things into memory. You will be expected to remember much of what you have studied PERMANENTLY and not just for the next quiz or test.

Be honest with yourself in your assessment of yourself as you work through the course work.

Try to develop the ability to accurately assess whether or not you have truly learned something. A lot of problems arise from students believing that they have learned and understood something when they really have not.

If when reading, rereading, or hearing someone say something, you think to yourself (or say) "I knew that" or "I know that" then you most probably do **not** "know" it. You probably only recognize it.

Learn to distinguish between **knowing** and **recognizing**. A good test is to ask the question "Could I clearly describe and explain it to someone else?" Remember the maxim "If you cannot explain it you don't understand it"

Students are encouraged to meet and study in small groups. Final presentations of any work to be handed in, however, should be done individually.

DO NOT GET BEHIND. Do not procrastinate and tell yourself that you will make up tomorrow (or next week) what should be done today (or this week).

MATHEMATICS IS A CUMULATIVE SUBJECT. IF YOU DO NOT LEARN WHAT YOU SHOULD THIS WEEK, YOU WILL NOT HAVE THE TOOLS TO UNDERSTAND WHAT IS TO BE TAUGHT NEXT WEEK. You will get hopelessly out of your depth very quickly and will not be able to catch up.

The above comments are intended to be helpful advice. They are not necessarily the only, or even a set of sufficient, ways to be successful. Each individual is different. In the writer's opinion, however, they do highlight some of the major (rarely admitted) reasons why some students do not succeed as well as they would like.