

Assessment of Student Learning: Tentative Schedule

Daily homework assignments → (approximately 10 points each)

Quizzes over daily work → (approximately 25 points each)

Unit tests → after every 2 chapters (approximately 100 points each)

Final Exam → counts like a test grade

- *For full credit, homework must meet the following criteria:*
 - a) turned in on time,*
 - b) organized,*
 - c) showing work and*
 - d) at least 80% correct*

Grading Scale: Your grade will be based on a weighted average of homework, quiz, and test scores

	B+ → 88-89%	C+ → 78-79%	D+ → 68-69%	
A → 93-100%	B → 83-87%	C → 73-77 %	D → 63-67%	F → 0-59 below %
A- → 90-92%	B- → 80-82%	C- → 70-72 %	D- → 60-62%	

Learning Environment Expectations:

Attendance is important to success. You are expected to come to all classes and to be on time. If you miss a class, it is your responsibility to get class notes and assignments. Students are expected to be polite courteous, and on-task. Cell phones, pager, etc. need to be turned off.

Make-up Policy:

Test and quizzes must be taken on the day the test/quiz is given. Homework must be turned in at the start of the class on the date specified. There are no make-ups for tests unless arrangements are made prior to the test date.

Plagiarism Policy:

According to Webster, to plagiarize is “to steal or pass off the ideas or words of another as one’s own...to use created productions without crediting the source...to commit literary theft...to present as new and original an idea or product derived from an existing source.”

Kirkwood Students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, hang onto Writing Center receipts, keep logs or journals of your work on assignments and papers, learn to save drafts or versions of assignments under individual file names on computer or diskette, etc.

The inability to authenticate your work, should an instructor request it, is a sufficient ground for failing the assignment.

In addition to requiring a student to authenticate his/her work, Kirkwood Community College instructors may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, requiring students to explain their work and/or process orally, etc.

Drop Date(s):

Students dropping a class during the first two weeks of a term may receive a full or partial tuition refund. The details of the refund schedule are available from Enrollment Services in 216 Kirkwood Hall.

The last date to drop an individual class this term is July 24, 2005. An add/drop form may be obtained from any academic department office or from Enrollment Services. You must obtain the signature of the instructor or the academic dean of the department to drop a course. The form must be returned to Enrollment Services by the deadline. Students who drop a course will receive a “W” grade for the class. A grade of “W” has no effect on the student’s GPA.

Students who quit attending a class, but who do not drop, will receive either an “F” or and “FW” depending on the student’s last date of attendance. Both of these grades have a negative impact on the student’s GPA.

Students may also opt for a total withdrawal from all of their classes. The last date for a total withdrawal is _____, 2005. A complete withdrawal requires the signature of a counselor. A grade of “W” will be assigned for all courses.

Final Exam Information:

The final exam for this class is scheduled on **August 10 at 6:30**. The regular class schedule is cancelled and replaced by the Final Exam. Each class will meet only for the scheduled two-hour session.

The final exam for this class is scheduled on **August 10 at 6:30**. Taking the final exam at a time other than the assigned time requires the approval of your instructor

Americans with Disabilities Act:

Students with disabilities who need accommodations to achieve course objectives should file an accommodation application with Learning Services, Linn Hall 133 as soon as possible.

School Cancellations:

When Kirkwood classes are cancelled or delayed due to inclement weather, all classes at all locations are cancelled. The announcements will indicate whether the cancellations apply to day or evening classes. The following broadcasters will be notified:

AM 600	WMT	FM 88.3	KCCK	FM 102.9	KZIA	TV 2	KGAN
AM 800	KXIC	FM 91.7	KSUI	FM 104.5	KDAT	TV 7	KWWL
AM 1450	KMRY	FM 94.1	KRNA	FM 105.7	KOKZ	TV 9	KCRG
AM 1550	KCJJ	FM 98.1	KHAK	FM 107.9	KFMW		

Courses offered in area high schools will be cancelled when the school district in which the courses are being offered is closed. If the school district is closed for the day, the classes to be offered during the day and evening hours in that school district will be cancelled.

Finite Math Tentative Schedule

Week	Date	Assignment	Assignment
1	5/23	Intro; 1.1	1.2
	5/25	1.3	Ch 1
2	5/30	2.1	2.2
	6/1	2.2	2.3
3	6/6	2.4	2.5
	6/8	Review	TEST 1
4	6/13	3.1	3.2
	6/15	3.3	4.1
5	6/20	4.2	4.3
	6/22	4.4	Review
6	6/27	TEST 2	7.1
	6/29	7.2	7.3
7	7/4	7.4	7.5
	7/6	7.6	8.1
8	7/11	8.2	8.3
	7/13	8.3	8.4
9	7/18	8.5	Review
	7/20	TEST 3	9.1
10	7/25	9.2	Excel
	7/27	9.3	5.1
11	8/1	5.2	5.2
	8/3	5.2	5.3
12	8/8	Review for Final	
	8/10	FINAL	