

Dear Student,

1. Your assignments, course information, your grades throughout the semester and even this page are posted on my website: <http://matcmp.ncc.edu/~lubowsj> email: [jack.lubowsky@ncc.edu](mailto:jack.lubowsky@ncc.edu)  
(If you have difficulty finding it, go to [www.ncc.edu](http://www.ncc.edu) → My NCC → [Faculty & Staff Homepages](#))  
**Office Hours:** Mon & Wed 12:30 -1:45 pm **Office:** Room D 2106 **Phone:** 516-572-7383 ext 26838
2. **Textbook and Calculator**  
**Text: An Introduction to Statistics, 9th Ed. by DeSanto, Totoro and Moscatelli**  
**Calculator: Any Texas Instruments TI-83 or TI-84 calculator, but the TI-84 Silver is recommended.**
3. **Attendance is required and will be taken during each class.**
4. **No cell phone** conversations in the classroom. Set your phone to 'silent', leave the room to take your call (if you must) and then return "quietly" to your seat.
5. Only students who are registered to take this class are permitted in the classroom.
6. It seems silly to have to say this, but once you leave the room during an exam, your exam is ended, so Go to the bathroom before sitting down to take the exam.
7. Activate your **NCC email account** and check it **regularly** or set up your regular email account to "pop" mail into the email account you normally use. Your NCC email address is your official email address which the school and I will use to communicate with you.
8. **Homework:** As each chapter portion is completed, the homework for that section is considered assigned. It will not be collected but you are expected to do the assignments since the exams will contain problems quite similar to the homework problems. Although you may think you understand the material from the lectures, **YOU ABSOLUTELY CANNOT LEARN THIS MATERIAL WITHOUT DOING THE HOMEWORK!**
9. **Grades:** Your final grade will be based solely on the following.  
There will be 3 full period exams given during the semester plus a final exam at the end of the semester.  
***The Final Exam is mandatory and cumulative (i.e. covers the entire semester's material)***  
You may bring into each exam one sheet of 8-1/2 by 11 paper with anything you wish written on it.  
***Your final grade will be the average of all four exams.***  
If you miss an exam you will get a zero, no makeup exams will be given. However, the grade you get on the final exam will replace the lowest grade of the three 1-hour exams. Therefore, if you missed an exam and got a zero for it, the final exam grade will replace the zero.
10. **Check my web site regularly** <http://matcmp.ncc.edu/~lubowsj> for announcements, HW assignments and your running grade throughout the semester.
11. **If you wish to drop the course you must notify me.** If you just stop attending you will get an F.
12. As an adult **you are responsible to learn any material you have missed** due to absence or lateness.  
Therefore, as soon as you find you don't know something, take steps to learn it. Don't wait and don't skip it.  
Ask questions in class ..... See me during office hours .... Go to the Math Center (Rm B-130) ...  
Go to my web site for links for math help ... Check out Youtube for math help videos ...  
Check out a Math DVD from the College Library ... Study the text book explanations.
13. If you have **Test Anxiety**, don't be ashamed, visit the Math Success Center, Rm B109. They can help you.
14. If you have a physical, psychological, medical, or learning disability that may have an impact on your ability to carry out the assigned coursework, I urge you to contact the Center for Students with Disabilities(CSD), Building U,(516 572-7241,TTY(516) 572-7617. The counselors at CSD will review your concerns and determine reasonable accommodations you are entitled to by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. All information and documentation pertaining to personal disabilities will be kept confidential.
- 15.

I wish you welcome and extend my best wishes that you do well in this class.

Sincerely,

J. Lubowsky, PhD, PE