

Dear Student,

1. Your assignments, course information and even this page are posted on the website:

<http://matcmp.ncc.edu/~lubowsj>

email: jack.lubowsky@ncc.edu

Office Hours: Mon & Wed 5:00 – 6:15 pm

Office: Room D 2106 **Phone:** 516-572-9862

2. **Textbook and Calculator**

Text: **Functions Modeling Change: A Preparation for Calculus 4th Edition by Connally, etal.**

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. **Homework, Quizzes and Exams**

- A Once a lecture on a particular topic is completed, the associated HW is considered assigned. You will have the opportunity to ask questions in the next lecture period, but after that you may be quizzed on one or more of the HW problems. (You will be able to use your HW as a reference.)
- B There will be three 1-hour exams during the semester. They are closed book, however, you will be permitted to bring in a single sheet of 8-1/2 by 11 paper on which you may have written anything you want on both sides.
- C Your **Final Grade** will be computed as

75%	Top 3 of the following 4... (Avg of Quizzes with lowest quiz grade dropped) (Exams 1, 2 and 3 – 1 hr class exams)
25%	Final Exam (Cumulative)

- D **No makeup exams will be given.** If you miss one of the 3 major exams, you will get a zero. Therefore, it will become your lowest grade and will be dropped, as discussed above.

5. No cell phone conversations may take place in the classroom.
6. Only students who are registered to take this class are permitted in the classroom.
7. If you miss a class, as an adult college student, it is your responsibility to take steps to learn the material and do the homework. (See item 11 below.)
8. **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.
9. **Check my web site regularly** <http://matcmp.ncc.edu/~lubowsj> for announcements, HW assignments and your running grade throughout the semester.
10. **If you wish to drop the course you must notify me.** If you just stop attending you will get an F.
11. **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.
12. If you have **Test Anxiety**, visit the Math Success Center, Rm B109. They can help you.
13. **Do the homework problems:** ... You cannot learn to dance or hit a baseball or drive by listening to lectures or watching it being done. **YOU ABSOLUTELY CANNOT LEARN THIS MATERIAL WITHOUT DOING THE PROBLEMS – IT'S JUST THAT SIMPLE.**
14. **If you have a physical, psychological, medical, or learning disability** that may affect your ability to carry out the assigned coursework, I urge you to contact the staff at the Center for Students with Disabilities, Bldg. U (behind the old College Union), 572-7241. TTY 572-7616. CSD will review your concerns and determine with you what accommodations are necessary and appropriate. All information and documentation are confidential.

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

Sincerely,

J. Lubowsky, PhD, PE