

Dear Student,

1. Your assignments, course information and even this page are posted on the website:
<http://matcmp.ncc.edu/~lubowsj> **Office Hours:** Mon & Wed 5:00 – 6:15 pm
email: jack.lubowsky@ncc.edu **Office:** Room D 2106 **Phone:** 516-572-9862
2. **Textbook and Calculator**
Text: **Introductory Algebra, Custom 4th edition** by Elayn Martin – Gay. Pub by Prentice Hall
Calculator: **TI-30X IIS calculator.** It costs less than \$16. (Be careful to get the TI-30IIS, there is more than one model of the TI-30 calculator.)
Purchase the calculator immediately and bring it to every class.
3. **Attendance:**
 - In order to be successful in this class you are expected to arrive to class on time and stay for the entire period. I will take attendance at the beginning of each class.
 - Every two times you are late, it is equivalent to one absence.
 - You are expected to come prepared for every class with your completed homework assignment, textbook, calculator, pen/pencil and notebook.
 - You are expected to attend each class. After 6 unexcused absences (2 times late being the equivalent of one absence) the you will be dropped from the class.
4. **Homework, Quizzes and Exams**
 - There will be at least three 1-hour exams given during the semester.
 - When a chapter section is completed, the homework for that section is considered assigned. At the next class meeting, feel free to ask any questions on the homework. Thereafter, a quiz containing questions from any of the previous couple of day's homework may be given.
5. **Final Grade:** Your final grade for this course will be either an S (Satisfactory) or a U (Unsatisfactory). That grade will be determined by a **Final Exit Exam** given during the last 2 weeks of the semester. A student is eligible to take the exit exam in MAT 002 at least once **if and only if** the student has met one of the following requirements:
REQUIREMENT 1: maintained an average of at least 70% throughout the semester
REQUIREMENT 2: no more than 6 absences during the semester
**One additional attempt at the exit exam will be given if both requirements are met.
6. No cell phone conversations may take place 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.
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. **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.
11. If you have **Test Anxiety**, visit the Math Success Center, Room B109. They can help you.
12. **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.**
13. **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