Instructor Information and Course Policies

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or may leave message with
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OFFICE HOURS (Spring 2007):
M, W & F 11:00 a.m. - 11:40 a.m.
Tu & Th 10:45 a.m. - 11:50 a.m.
Other times may be arranged by appointment.

ATTENDANCE:

Attendance records are kept but are not used directly in the calculation of the course grade. However, it is frequently the deciding factor in the case of a borderline grade. In addition, once a student accumulates a total of two (2) weeks of absences or is absent for a period of one consecutive week then he/she will have their course grade lowered by one letter grade. Arriving to class late or leaving class early may be counted as an absence subject to the instructor's discretion.

EXAMS:

Exams are given approximately every four to five weeks. The time period for all regular exams will be for the duration of the class period. The final exam will be comprehensive and will be given in accordance with the Hawai`i Community College Final Examination Schedule (see the Spring 2007 Registration Information booklet, or the tentative class schedule for this course). All exams are based upon a 100 point scale (see GRADING policy below). A regular exam, upon request, may be retaken once with a 10% penalty (i.e., the maximum possible score will be 90) and must be taken within two (2) weeks of the original exam date; this option applies only to students whose absence count is less than 20% of the class-days covering the tested material.

GRADING:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>Regular exams each count as 20% of the course grade (for a total of 60%), while the final exam constitutes the remaining 40% of the course grade.</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
<td>No exam grades are dropped, except as provided by the QUIZ policy (see page 2).</td>
</tr>
<tr>
<td>0 - 59</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>
QUIZZES:

The average of the quizzes will be calculated at the end of the semester, and can be substituted for the lowest regular exam grade in the calculation of the course grade. This option applies only to students whose lowest regular exam grade is not less than 60 (hence a student cannot fail an exam and have his/her quiz grade average to replace it). Should either the quiz average grade or one (or more) of the regular exam grades be below 60, then the quiz average will simply be ignored and the course grade based upon the exam grades. All quizzes are also based upon a 100 point scale. Quizzes cannot be made up under any circumstances; however a few of the lowest quiz grades will be dropped (prior to computing the semester quiz average).

HOMEWORK:

HomeWork is assigned regularly (i.e., almost every class meeting). The text (or handout) readings and exercise/problem assignments are to be completed prior to coming to (the next) class. Exercise/problem assignments will not be collected for grading. However, if you wish to have your HW checked then you may submit it to me and I will make every attempt to see that it is promptly corrected and returned to you.

MAKE-UP WORK:

It is the sole responsibility of the student to obtain all information and complete all work missed during an absence prior to returning to class!!! Absence from class is "insufficient" reason to excuse late work or to postpone an exam. Make-up exams are given only in the case of an excused absence. In such cases, the make-up exam will be taken outside of class and in the Learning Center during the hours allotted by their policy. The make-up exams are usually more difficult than the original exam. You may avoid this complication only by arranging to take the original exam prior to the class meeting in which the originally scheduled exam is being returned (usually the next class period). All make-up exams must be taken within two (2) weeks of the original exam date.

MERCY Policy:

In extenuating circumstances, one may plead the merits of his/her particular case for relief from the aforementioned despotic policies which will otherwise be imposed upon you as the unwitting victim of the totalitarian dictator (a.k.a., euphemistically, "the instructor") and his inhumane regime... Moreover, "common sense" shall prevail in all matters; especially those which are not specifically addressed in the above stated policies.