1. Instructor: Dr. Richard T. Grow  
   Office: SS 334 Phone: 626-6713

   (A note in regards to the expense of this text.)

3. Tests: In this class you will have three unit tests. It is possible that we will have a test during Dead Week.
   
   90 - 100% of points = A  
   80 - 89% of points = B  
   70 - 79% of points = C  
   50 - 69% of points = D  
   49% and below = E 
   (Plus and minus grades are at the discretion of the instructor)

*Note: Final grade can also influenced by quality of class notebook and if the homework is completed in an accurate, prompt manner.

4. Reading Assignments: We shall go through this course taking the material as listed in the learning objectives. Thus, by referring to your learning objectives, you can orient yourself as to where you should be reading in your text.

5. Incompletes: Incompletes are very seldom given in this class and are only awarded in keeping with University policy. My advice would be to try and avoid finding yourself in this position, i.e., where you need to ask for an incomplete, if it is at all possible.

6. Notebook: It will be possible to raise or lower your grade in this course, if you are close, depending on the quality of notes you take. More specifically, your notebook will be collected at the time of the final and its completeness and/or lack of functional utility will also enter into your final grade.

7. Homework: A reasonable amount of homework will be assigned in this course. You should always retain one copy of your work so that we can go over it in class. Homework can also affect your final your grade if you are close.

8. Calculator: I would suggest that you purchase a good calculator for this class. The calculator you buy should have the following functions:
   \[ \varepsilon, \varepsilon X, \varepsilon X^2, \bar{X}, \varepsilon Y, \varepsilon Y^2, \bar{Y}, S_x, \sigma_x, \]
   \[ S_y, \sigma_y, \varepsilon XY, r, a \text{ and } b. \]

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.