

Information regarding to Lecture Notes, Examinations, Exercise Problems, Homework Assignments, Attendance and Class Conduct, and Participation

Lecture Notes:

Lecture notes for each topic will be uploaded to BE-Moodle before we start them. However, the note will be incomplete, so students will have to come to the class to fill the blanks. Be aware that the notes will not be a word-for-word transcript for exactly what we discuss in class. Students will be responsible for all of the materials that we cover in class whether it is contained in the notes or not. However, students will not be responsible for any topics not directly covered in class, like sections of the textbook that we skip.

Examinations:

All exams are close-book and close-notes. Each exam covers a specific set of topics, which are not cumulative. All the exams will be written in essay format and have to have formulas needed to calculate, the computations you have carried out, they must be written sequentially, problems that do not show process by which you obtained your answer will receive no credit. When a number is obtained by calculations and if the number has decimal places, keep at least 3 decimal places. On exams, simple calculators (with BE Logo) are allowed. Formulas and any required statistical tables will be included in each exam.

Exercise Problems:

Exercise problems for each topic covered in lecture are provided at the end of the section in the main text. It is responsibility of the students to keep current. Exercise problems will not be collected and graded. Note that the more problems you attempt, the greater opportunity you will have to identify and strengthen your understandings with respect to the course material.

Homework Assignments:

Homework assignments usually are assigned on Friday from the main text. Problems have to have formulas needed to calculate, the computations you have carried out and explanations not only the answer (if the number has decimal places, keep at least 3 decimal places). They are due for grading a week later on Friday. Failure to turn in an assignment on time will result in zero grade for that assignment. If you are going to miss a class or have a scheduling conflict, submit the assignment before the due date. No late, or missed assignments will be accepted without prior approval from the course instructor. Neatly written assignments usually put the grader in a better mood. Do not be overly concerned about saving paper: do not crowd writing, and make it large enough so that it can be read without eyestrain. Staple the sheets of paper together. Students are expected to work on the assignments independently, copy another student's paper is considered cheating. If you are stuck on a homework problem, please come to see me.

Attendance and class conduct:

Regular attendance is essential for satisfactory completion of this course. Though I may not take attendance at every meeting, it should not be interpreted to mean that students should not be concerned about coming to class regularly. The students are responsible for the material covered in the class, all assignments, changes in assignment, or other verbal information given in the class, whether in attendance or not. Each student is expected to contribute to and help maintain a

positive classroom environment conducive to learning. The student must respect the rights of their classmates and should never exhibit any behaviour that is disruptive to learning experience of anyone. Tablet devices should be used with discretion and only as permitted for work directly related to the class session. Emailing, accessing the internet, texting, and working on matter unrelated to the work at hand are inappropriate behaviour since they are disrespectful and distracting to the class and to instructor. Attendance at class at the time of the beginning of each class meeting is required. The students are required to dress properly, no shorts, no sandals, no sleeveless shirt, no spaghetti straps, and etc. The instructor has the right not to allow those students who against the regulations into the class. No food or drink allowed in the classroom except plain water. To bring water to the classroom, it must be put in a clear container.

Participation:

Students should feel free to interrupt the instructor if they have questions. This is important in not only clarifying explanations or concepts for the class but also in providing the instructor with feedback as to what concepts the students find to be difficult and worth reviewing in great detail.
