

**COURSE POLICY STATEMENT**  
**SM316 ENGINEERING MATHEMATICS**  
**SECTION 3001**

**INSTRUCTOR:** CDR Vincent van Joolen, Ph.D.

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**WEBSITE:** [www.sm316.us](http://www.sm316.us)

Period	Time	Mo	Tu	We	Th	Fr
<b>1</b>	0755-0845	Instruction	Instruction	Instruction	<b>Research Day</b>	Instruction
<b>2</b>	0855-0945	Instruction	Instruction	Instruction		Instruction
<b>3</b>	0955-1045	Instruction		Instruction		Instruction
<b>4</b>	1055-1145	Work Out	Plebe Advising	Work Out		
<b>Lunch</b>	1145-1330					
<b>5</b>	1330-1420		Work Out			Work Out
<b>6</b>	1430-1520					
<b>7</b>	1530-1620					

**FORMAL INSTRUCTION:**

- (1) Bring book, calculator, mechanical pencil, graph paper, eraser, and homework!
- (2) Don't sleep in class! You may stand to stay alert.
- (3) Beverages/LIGHT snacks OK ... CLEAN UP YOUR MESSES!
- (4) Course hours will not be adjusted to accommodate weekend plans/events.
- (5) I record all absences/tardiness daily on MIDS. I do not adjudicate.
- (6) If you see a mistake during instruction, stop me and correct my error.
- (7) If you are late or must leave early, request permission to enter/depart.
- (8) **Section Leader:** If I am absent and a substitute is not present, assign productive work, and report to the math department chair. Do not dismiss the section early.
- (9) All courses material posted at [www.sm316.us](http://www.sm316.us).

**HOMEWORK/PROJECTS**

- (1) Generally, I do not collect homework; however I reserve to right to do so at anytime.
- (2) You will not do well unless you complete all daily assignments listed in the syllabus.
- (3) Group work is encouraged; however, copying another's homework will not help you.
- (4) Homework should be completed using mechanical pencils.
- (5) Homework solutions are posted at [www.sm316.us](http://www.sm316.us).

**QUIZZES (10 pts each/20% of Grade):**

- (1) Quizzes will be passed out on Fridays and are due on Monday.
- (2) All quizzes are open book/open note.
- (3) You may work in groups on quizzes.
- (4) You may not copy each others quizzes.
- (5) Quizzes are pre-posted at [www.sm316.us](http://www.sm316.us).
- (6) Solutions to quizzes will be posted after 6<sup>th</sup> period on Monday at [www.sm316.us](http://www.sm316.us).
- (7) No quiz will be accepted after this time.

**HOURLY TESTS (3 Total – 1 Hour - 100 pts each/45% of Grade):**

- (1) Tests are open book to facilitate use of tables.
- (2) You may bring one note sheet (8.5 by 11, front and back) written in your own hand.
- (3) You may use your calculator, however, you must show all intermediate steps to receive full credit for your work. No Steps = No Credit.
- (4) Five points will be deducted if the test is not completed in pencil.
- (5) Missing a Test: (Authorized Absence) Inform me in advance. A make-up will be scheduled. (Unauthorized Absence) A test can be retaken but with a 25-point penalty.
- (6) Solutions to tests will be posted after the test at [www.sm316.us](http://www.sm316.us)

**FINAL EXAM (3 Hours - 200 Points/35% of Grade):**

- (1) Final Exam policy will be determined by the course coordinator.
- (2) Do not schedule leave until you know when your finals end.
- (3) If you have an authorized reason for missing the final, you will receive an incomplete for the course. You are obligated to complete it at a later date.

**GRADES: (89.5%-A, 79.5%-B, 69.5%-C, 59.5%-D, 49.5%-F)**

- (1) Quizzes – 20% Hourly Tests – 45% Final – 35%
- (2) If the class average is below 74.5 this I will grade on a curve.
- (3) If class average above 74.5% you reap the benefits.
- (4) Grades are not posted online. You may see me anytime with questions about your grade.

**USE OF CALCULATORS/COMPUTERS:**

- (1) You are expected to know how to use your TI200.
- (2) You may use your calculators/computers/applets to compete homework assignments.
- (3) You may use calculators on tests, but you must show all steps to get full credit.
- (4) Several useful applets are posted at [www.sm316.us](http://www.sm316.us). These may reduce your work load.
- (5) You will need to know how to use tables for tests/finals.

**EXTRA INSTRUCTION (EI):**

- (1) Peer-to-Peer: You will be set up in teams. Help each other out. Group study is OK! Group study is GOOD!! Group study is a SMART THING TO DO!!!
- (2) Make EI appointments with me via email.
- (3) Homework Solutions: Posted online at [www.sm316.us](http://www.sm316.us)

**GENERAL:**

- (1) This is an easy course, but don't fall behind, catching up is difficult.
- (2) Eat well; get a good work out and a good night's sleep daily.
- (3) I reserve the right to alter this course police if necessary. You will be given written revision in advance of policy changes. Policy changes will not be grandfathered.

**V.J. van Joolen**