

CALCULUS II, CALCULUS I, PRE-CALCULUS
TRIGONOMETRY AND ALGEBRA INSTRUCTORS

POLICIES FOR THESE COURSES

AUGUST 1995

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To promote fairness to the students, to provide more uniformity in the structure of the Pre-Calculus and Calculus classes, and to better prepare the students for more advanced courses, the following procedures must be observed.

1. The syllabus must be adhered to closely in order to have an adequate amount of time to cover the important material at the end of the course. Don't try to speed up at the end; it doesn't work. Establish a brisk pace at the beginning and maintain it.

2. All tests must be closed book tests. Formula sheets are not to be used during the tests. In each of these courses, there is a certain amount of basic knowledge that the student must master in order to succeed in subsequent course work. The student must be required to learn and memorize the important trigonometric identities, logarithm and exponential properties, differentiation formulae, integration techniques, series expansions, etc. It will be assumed in subsequent course work that the student has a reasonable command of these, without having to resort to notes, formula sheets or books.

3. Final examinations should be cumulative, although extra emphasis may be given to the material in the latter part of the course.

4. All students are to be required to take the final examination. No one should be exempted by virtue of his or her previous average. No one's grade on the final exam may be "dropped". A student's performance on the final should be a significant part of his or her grade in the course.

5. All courses must be met for the full period. The amount of material in each course demands this. Anyone who consistently starts class late or ends early is cheating the student.