

## **E-mail rules for students:**

I usually have more than 400 students each term, so I often spend hours per week reading and responding to e-mails. An overwhelming number of these e-mails are unnecessary. To avoid this waste, I am instituting this e-mail policy.

### The Subject Line

The subject line should have your name and class number and class meeting time.

For example: Chris Smith STA 2122 1 – 1:50 MWF

### Content

Any e-mail that inquires about an issue that can be answered by reading the course web page or the **FAQ** below will not be answered.

E-mails should not ask me for extra credit opportunities or a change to your grade (unless you believe there is an error in your grade calculation).

E-mails should not ask me to add points to your grade. I can't add points to your grade that you did not earn on your exams.

### Response time

In an effort to spend more time working on meaningful tasks, I will check my e-mails once per day, and I will respond to e-mails at this time only. I will check e-mail around 12:30 pm Monday - Saturday. **Do not email me on Sunday**, for any reason. No matter how valid the reason for the email, I will delete any message received on Sunday without reading it.

### If You Do Not Receive a Response

There are three reasons why you may not have received a response from me by e-mail. 1) Your e-mail violated either a subject line requirement or a content requirement, so it was deleted. 2) Your e-mail was not received by me—sometimes the junk mail filter picks them up. 3) Finally, there are times when the same question has been sent by dozens of students, so I will in those instances just address the issue in class. If your e-mail was not answered and it could not have been due to reasons 1 or 3 above, please resend your message (only once please). **\*\*Do not expect an e-mail response if you use AOL, Hotmail, Yahoo, etc...** These often prevent FIU e-mails from arriving to your inbox since FIU may have been labeled as a source of spam (because of the spam that is sent through our servers by spammers-not by us).

## Frequently Asked Questions

## Emails about office hours:

**What are your office hours?** Office hours are posted in your course outline (syllabus).

**Do I need an appointment?** No, office hours are on a first come, first serve basis.

**Where is your office located?** DM 406b (this is in your course outline/syllabus)

**Are the times listed the only times you are available?** No, ask me in person about other available times.

## Emails about absences:

**Do I need to notify you by e-mail about a class absence?** No, please do not tell me that you are going to be absent. You are not punished for missing class, unless you miss an exam. See the next question, if you will miss an exam due to the absence.

**Do I need to e-mail you about missing class on an exam day?** No, there are only two excused ways to miss an exam: 1) you have notified me in person that you wish to take an exam early and 2) you have an unforeseen, unpreventable emergency (that you can provide documentation for) that forced you to miss an exam. If you wish to take an exam early because you have a schedule conflict, you must take the exam during an office hour prior to the day you plan to be absent. If you had an emergency, you need to bring me the documentation the day you return to school, and you need to be prepared to take the exam on that very day during one of my office hours. You **do not** need to e-mail me about the reasons for the makeup exam. You can explain everything when you come to take the exam with your documentation in hand.

**I missed class. Can I come to your office, so you can explain what I missed?** Absolutely not. If you miss class, you need to get notes from a classmate and try the exercises on your own. You can come in for help with problems you have actually tried. Do not come in expecting me to re-teach you material you missed due to an absence.

## Emails about homework:

**When is the homework due?** Homework is not collected, but you should complete it according to the tentative schedule. This will ensure you can follow along in class during lecture, and it will ensure you have time to ask questions when needed.

**Where can I find the homework and notes?** All of the course materials are located under the *study materials* link at our class page.

**I have a question about one of the exercises, should I e-mail you?** It is best to come to office hours or to ask in class, but you can e-mail when needed. If you do, you must send a picture of your work and cut and paste the problem into the e-mail along with your specific question.

## Emails about exams:

***When are the exams?*** Exam dates are listed in the tentative schedule. Changes to this schedule are announced in class. Do not write me to ask if the exam date has changed. Regular exam dates may be moved to a later date, but never to an earlier one. If you follow the tentative schedule, you will never miss an exam. The worst that could happen is that you may show up expecting an exam, but you would find out that the exam has been moved to the next class period. This should not happen to you if you are attending class, because any change like this would be announced in class. However, even if you are not in class, you would never miss an exam by following our tentative schedule. Do not e-mail me for exam dates.

***Where and when is the final?*** The final exam dates are listed in your own schedule on day one of class, and they do not change. They are provided in the tentative schedule as a courtesy, but check your own schedule as well.

***When will our exams be graded?*** Exam papers are returned in class the very next class period after the exam day. Grades are posted at our class web page. There is a *grades* link for each course. If you missed class the day after the exam, you can collect your exam in my office during office hours. If you took a makeup exam or an exam at the DRC, please ask me for your exam in person, either in class or during my office hours. For students registered with the DRC, if your exam arrives on time from the DRC, I will grade it and return it in class with the rest of the students' exams.

## Emails about your grade:

***Should I e-mail you to get my exam grades?*** Exam papers are returned in class the very next class period after the exam day. Grades are posted at our class web page. There is a *grades* link for each course. If you missed class the day after the exam, you can collect your exam in my office during office hours. If you took a makeup exam or an exam at the DRC, please ask me for your exam in person either in class or during my office hours. For students registered with the DRC, if your exam arrives on time from the DRC, I will grade it and return it in class with the rest of the students' exams.

***Can I e-mail you to ask you to tell me how I am doing in your class?*** There is no reason why this should be necessary. Your grade is a simple point total. All you need to do is to add your scores together to see where you stand in the course. The syllabus has the point totals that are needed for your desired grade. I am happy to discuss your grade in person during my office hours or before/after class, but I will not respond to e-mails on this subject.

***Should I e-mail you to let you know that I am struggling in class?*** You should come see me in person, so we can discuss the changes that you need to make to succeed.

***Can I e-mail you to ask what grade I need to earn on the final in order to pass?*** You should be able to determine this for yourself. The syllabus explains how your grade is determined. For example:

The syllabus says that 238 points are required for a C in STA 2122. Let's assume you have the following three exam grades: 48, 57, and 63. You are allowed to replace your lowest grade by the final exam, so simply subtract your two best grades from the desired point total.  $238 - 57 - 63 = 118$ . Now, divide this amount by two (because you will double your final exam).  $118/2 = 59$ . Since this value, 59, is higher than your lowest grade, you will need a 59% on the final to pass the class. Your grades would then be: ~~48~~59, 57, 63, and 59. These grades sum to:  $59 + 57 + 63 + 59 = 238$ , which is enough points for the C.

Here is how you can do this generally:

Leave out your lowest exam grade, then:

**desired point total - sum of your best exam scores = amount needed for the desired grade.**

**Divide the amount needed for the desired grade by two.** If this result is greater than your lowest exam score, this is the grade you need on the final exam.

If the score that results from the calculation above is less than your lowest exam score, use the following formula to determine the needed final exam score: **desired point total - your exam scores = grade you need on the final exam.**

*I need only one or two points to earn the next higher grade in your class, should I e-mail you to ask if you can give me some extra points or an extra assignment to earn those needed points?* I cannot do this. It is unethical to provide individual assignments to students. Everyone needs to have equal access to points, and for the same reason, I cannot give points to one student's grade. There is extra credit given out throughout the term, which is available to everyone. You were able to double your final to replace your lowest grade. You only need a 60% average to earn a C (normally, that is a D-). You only need an 80% for the B, a 90% for the A, ... In most classes, those scores are a B- and an A- respectively. Even those cutoff grades are actually lower than listed here. For example, a 60% average would require 240 points for a class with four grades, but in the STA 2122 course, the required point total for a C is 238. Those same sort of generous point totals are used in my other courses as well. I have already given you many gifts. Remember, if you still need more points to pass or to achieve your desired grade, you are only close because of everything I have done for you already.

### Emails about extra credit:

Any information about extra credit will be announced in class, do not email me to ask me about extra credit. You should ask me about extra credit in class, in person, or not at all.

### Emails about overrides:

*Should I e-mail you to ask for an override into one of your classes?* No, if you want a spot in one of my classes, you should continue to check MyFIU for an opening. If a seat does not open up, attend the class on the first day of the term. I will explain what can be done at that time to attempt an override. It is usually a long shot to receive an override because of the small number of overrides typically available.

***The secretary entered a permission number for me, now what?*** You need to register yourself by going into MyFIU and carrying out the normal registration procedure.