

Instructor: Keith Foster · Office: SC 327 & WC 202 · 479.619.4380 · gkfoster@nwacc.edu · <http://gkfoster.com>

Office Hours: E-mail is the best way to reach me, if I'm not in the office. Office Hours are posted on my website at <http://gkfoster.com>, which will include any updates. Always check this website to see if I might not be in at certain times. I will be in my office (either SC 327 or WC 202) during these times. Exceptions will be noted on my website.

Grading Policy: A letter grade will be assigned based on the standard percentage scale:

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|-----------|-----------|----------------------------------|
| A 90-100 | C 70-79.9 | F below 60 |
| B 80-89.9 | D 60-69.9 | FP failure due to non-attendance |

Details on how percentage score for your class is determined is stated on each course outline.

Administrative Drop/Withdraw: Registered students are expected to attend all classes. Some instructors may choose to use attendance as part of grading for a particular course. Instructors have the authority to lower a grade or fail a student based on attendance. If an instructor chooses to use attendance as part of grading, then the specific attendance policy will be distributed with other course information at the beginning of the semester. It is the student's responsibility to know the policy and to comply. Students unable to continue attending class should drop online or complete a drop form at the Enrollment Support Center. Students who do not officially withdraw will likely receive a failing grade due to their absence. In compliance with federal regulations governing financial aid and veterans benefits, faculty is required to report students who stop attending or who have never attended class. For students who have not participated by the census reporting date, faculty will initiate an administrative drop for these students.

Administrative Drop by Census Reporting Date: In order to maintain College compliance with federal and state regulations and to report correct data to the state, instructors will complete an electronic form to initiate an administrative drop from a course if a student has not participated in at least one session of a class by the census reporting date, e.g. the end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term. Instructors teaching online courses will complete the same electronic form to initiate an administrative drop if the student has not fulfilled the initial participation requirements established in the course syllabus. There will be no reinstatement of students dropped for non-attendance/participation.

Interim Grading: Faculty will report students' academic progress prior to midterm. Interim Grade Reporting occurs prior to midterm. Reporting dates will be indicated on the college academic calendar.

Grades of FP (failure to participate) will be issued to those students failing to participate in class activities and failing to officially withdraw from their course(s). Students will be assigned a grade of "FP" if they do not complete at least 50% of the assigned coursework. Students must demonstrate participation by submitting assignments, completing quizzes and assignments, and accessing course functions. Failure to participate in all courses attempted by a student is considered an unofficial withdrawal and the student may be required to repay all or a portion of the financial aid received for the semester. Federal regulations mandate that the Financial Aid Office determine the percentage of the semester the student completed. This calculation will establish the amount of financial aid funds that must be returned to the Department of Education.

Red-Letter Days: All special dates related to this course can be found on the course outline and/or on myLab Math (exams dates, due dates, etc.), if used. Dates related to NWACC policies (drop dates including Administrative, final week dates, etc.) can be found on the NWACC Calendar page. It is the responsibility of each student to know where to find these dates. NWACC Calendar link: <https://www.nwacc.edu/enrollment/records/importantacademicdates.aspx>.

FERPA Statement: NWACC is committed to your right to privacy as outlined in the Family Educational Rights and Privacy Act. This means that I can only communicate grades with you in person, on myLab Math or using email via your NWACC account.

Students with Disabilities: If you have a disability or medical concern, which you feel may impact your access to or progress in this course, please contact the Disability Resource Center (DRC). The DRC works with students and faculty collaboratively to coordinate reasonable academic accommodations for students. Once your registration with the DRC is complete, you should contact me privately to discuss your Accommodation Letter. The DRC is located in Room 114 on the first floor of the Student Center. For more information, please email (preferred) disability@nwacc.edu or call the main office at (479) 986-4076.

Academic Dishonesty Policy: For equality purposes, your instructor reserves the right to clear your calculator of unapproved formulas and programs before each exam. No calculator with a CAS (Computer Algebra System) such as TI-89, TI-92, TI-Voyage or comparable utility is allowed in any class. The attempted use of a prohibited calculator or program is academic dishonesty and will result in a score of 0 with no possibility of the score being dropped or replaced. This also applies to all other forms of academic dishonesty including, but not limited to, using formula sheets not provided by instructor or any notes, leaving the room and returning during an exam, copying from someone else's paper, or allowing someone to copy your paper. Further action will be taken according to the policy on Academic Honesty in the current College Catalog.

Proctored Exams: Courses meeting face-to-face will have each exam given during normal class time, in the classroom and on the scheduled day. Online classes will take exams via the Testing Center (link provided on my webpage). It is a requirement of the Mathematics Department that all exams be proctored either by their instructor, by the Testing Center personnel or by approved online source.

Artificial Intelligence Policy: Artificial intelligence (AI) is a rapidly developing field that has many applications and implications for mathematics and education. AI tools can generate text, images, code, and other forms of content based on user input. Some examples of AI tools are OpenAI, Google Workspace, and Microsoft Bing (Copilot).

- The use of AI tools in this course is not prohibited, but it is restricted and regulated. You should use AI tools only as a study aid, not as a substitute for your own work or understanding. You should also give proper credit to any AI-generated content that you use in your assignments, projects, or exams.

The following are some guidelines and expectations for using AI tools in this course:

- You may use AI tools to explore concepts, generate examples, check your work, or get feedback on your work. However, you should not rely on AI tools to do your work for you, or to provide you with ready-made solutions. You should always understand the logic and reasoning behind your solutions and be able to explain them in your own words.
- You may not use AI tools to copy, paraphrase, or modify AI-generated content and present it as your own work. You should always cite the source of any AI-generated content that you use and indicate clearly what parts of your work are AI-generated and what parts are your own.
- You may not use AI tools to aid in quizzes, unless explicitly allowed by the instructor. You should only use the resources and tools that are authorized by the instructor for each assessment.

If you have any questions or concerns about the use of AI tools in this course, please contact the instructor. The instructor reserves the right to modify this policy at any time, and to take appropriate actions in case of any violations. By enrolling in this course, you agree to abide by this policy and the academic integrity policy and the student code of conduct.

Calculator Use: Students can use up to the TI-30 series (or comparable) calculator for most courses, any graphing calculator is not permitted. Please be aware that supporting work for any of the processes will be required to earn any credit on any exam or in-class quiz. Answers without correct supporting work will not earn any credit. Remember, the use of a calculator should enhance the mathematics, not replace it. The process of obtaining a solution is many times more important for our purposes than the solution itself. I will grade your work as well as your solutions. It is also possible that there will be quizzes and/or exams where no calculators at all are allowed.

Students are responsible for having a calculator for usage during homework, quizzes and exams. For those onLine students testing in the Testing Center, they have a few TI-30 series calculators available to use.

Other Resources: Free tutoring is available at the Math Center, located in Burns Hall of the main campus, in room BH 1217. Also, make use of online resources, such as YouTube videos and many websites (use Google to find).

Canvas Limitations: Just a reminder, we will NOT be using Canvas. No assignments will be posted to Canvas for any of my courses. All course information given outside the classroom will be emailed to your NWACC email account.

In courses using *myLab Math* (MLM), no grades will be posted on Canvas, since *myLab Math* has a gradebook. If *myLab Math* is not being used in your course, then your grades will be uploaded into the Canvas gradebook.

Inclement Weather Policy: Decisions on college status during inclement weather are made by the President or the President's designee. Such decisions will be posted on the college web site, at <http://www.nwacc.edu>. The decision might be to move the class to Remote Streaming. OnLine classes are never affected by inclement weather and therefore will never be cancelled.

Class Continuation Plan: NWACC reserves the right to enact a class continuation plan in the event of class cancellations due to weather or other emergency events. The instructor will maintain continuity using myLab Math, Canvas or other alternate means as determined by the instructor. You will be contacted via your established communications channels with instructions. Students will be expected to continue with assignments. Online classes will continue to operate according to schedule. Consideration may be given for exceptional circumstances. Note: for online classes, there will be NO cancellation of any class for any reason, including inclement weather.

Course Issues: Please contact me first with any questions or concerns with the class. If you have concerns about the class that you do not wish to discuss further with me, please contact either of the math department co-chairs: Meredith Davis at (479) 986-6920 or medavis1@nwacc.edu; Amber Holtz at (479) 986-4007 or aholtz@nwacc.edu.

NWACC General Policies Link: For additional college wide policies, go to the following website: <https://nwacc.instructure.com/courses/854631/pages/syllabus-policies>. You are responsible for these policies, as well.