Office Hours
General Class Policies
Fall Semester 2007

INSTRUCTOR: Harry P. Konen

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OFFICE HOURS: Monday, Wednesday 10:30 am - 12:00 noon
Tuesday and Thursday 09:30 am - 10:30 am & 02:00 pm - 03:30 pm
other times by chance or by appointment

CLASS HOURS: MTH 199.05 TT 08:00 am - 09:20 pm
MTH 199.07 TT 11:00 am - 12:20 pm

CELL PHONE/PAGER POLICY:
Ringing phones are a distraction to the class. All cell phones, iPhones or other personal messaging devices must be turned off. Failure to do so could result in dismissal from class. During tests such devices must be out of sight. This includes ear-piece phones.

ATTENDANCE REQUIREMENTS:
Regular and punctual class attendance is expected. You are expected to treat this class as you would other professional obligations. If you are unable to attend class, you are expected to contact me as soon as possible, preferably before the class, and let me know that you will be absent. If you arrive late for class you might be counted absent unless you tell me at the end of class that you arrived late. Likewise, if you leave class early you may be counted as absent for the entire period unless you make arrangements before leaving. A written record of absences will be maintained and, in the case of borderline averages, consideration may be given to class attendance, and the overall pattern of scores, in establishing a letter grade. An absence means you were not in class for the some part or all of the period; there are no excused absences.

It is believed that the material presented in the lectures is essential to the passing of the examinations which will be given. Thus, absences will jeopardize your chances of successfully completing this course. It is my opinion that absences totaling more than 3 **HOURS** is excessive; past experience indicates that, in most such cases the student will fail the course. There will be no penalty for 3 hours or less of absences (University Policy); however there may be penalties for more than 3 hours of absences. These penalties, if any, will be described in individual course policies.

Examinations missed for reasonable reasons may be made up ***IF ARRANGEMENTS ARE MADE IN ADVANCE*** of the scheduled examination time. If you miss an examination because of sickness or unexpected legal reasons you do not need to make arrangements in advance, but you should be prepared to take the examination when you return. It is your responsibility to notify me that you need to take a missed examination; this notification may be made by phone or email and should be done as soon as feasible once you realize that you will be absent for a major examination. YOU MUST notify me no later than the day you return to class, and preferably prior to the day you return to class.

Student Advising & Mentoring Center - First Alert Program:

As an aid in helping students overcome academic challenges, the SAM Center operates the First Alert support program. The names of all students who have exceeded 3 hours of unexplained absences will be referred to the First Alert Program. All students who score below 50 % on either of the first two examinations will also be referred to the First Alert Program. The advisors in that program will contact the identified students to schedule an appointment to assess the student's needs and to design an individual remediation plan.

Academic Honesty:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Classroom Rules of Conduct:

Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Visitors in the Classroom:

Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

Americans with Disabilities Act:

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request assistance with academically related problems stemming from individual disabilities by contacting the Director of the Counseling Center in the Lee Drain Annex or by calling (936) 294-1720.

Religious Holidays:

University policy states that a student who is absent from class for the observance of a religious holy day must be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Students must be excused to travel for observance of a religious holy day. A student who wishes to be excused for a religious holy day must present the instructor with a written statement describing concerning the holy day(s) and the travel involved. The instructor should provide the student with a written description of the deadline for the completion of missed exams or assignments.