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**Course Text**

**Course Grading**

Homework: 20%
Midterm Exam (take home): 40%
Final Exam (take home): 40%

**Course Policies**

Students are allowed **PARTIAL COLLABORATION** on homework assignments. You are allowed to discuss *qualitatively* with other students the concepts required to solve homework problems. However, copying or in any way using the written work of another person as well as relaying or receiving solutions via any means is strictly prohibited. The intent of this policy is to allow you to share ideas, discuss concepts, and clarify processes when need. This policy requires you to *independently* prepare the detailed solution to homework problems.

The Midterm and Final Exams are to be **INDIVIDUAL EFFORT** and **NO COLLABORATION** is acceptable. The Midterm and Final Exams are take-home exams. You are authorized the use of the course textbook, course notes, and any other materials readily found in a typical University library that you might find useful.

Because homework and exams are handed out well in advance of their respective due dates, **NO LATE HOMEWORK OR EXAMS WILL BE ACCEPTED. PERIOD.** Homework and Exams will be turned in *before* the class period they are due to either the email below or the FAX number to be provided shortly.

Homework must be submitted as a **SINGLE** document. Both in-class submissions and emailed submissions will only be graded as a single document. For emailed documents, **ONLY** a SINGLE PDF or MS Word file will be accepted. No other files will be looked at. For example, I will not look over any Excel spreadsheets.

**Office Hours**

I will attempt to be available to answer questions on a daily basis. The best approach for asking questions is to send me an email to the address listed below. Do not expect answers to your questions immediately. It may take up to a half a day to receive a reply. IT IS YOUR RESPONSIBILITY to contact me well in advance if you have a question. I will generally ignore questions regarding the homework and exams on the day they are due.

**EMAIL:** aketsdever@eas.uccs.edu

**PHONE:** (719) 262-3573