

**LAB INSTRUCTOR:** Hassan Al-Dujaly  
**OFFICE:** PKH 455  
**OFFICE HOURS:** 11:00 – 12:00 TuTh

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## **Math 1316 Lab Policy**

**Course Objective:** To provide students the opportunity to take 11 weekly quizzes, get homework questions addressed, and complete test corrections on the first 2 major tests. The quizzes will always be based on the homework assignments covered during lecture the previous week. A schedule for these quizzes is provided on Blackboard under the syllabus section. The remainder of the class period will be used to go over previous quizzes, address homework questions, work on homework problems, participate in any review activities offered by your lab instructor, and review for tests. Students will also be given the opportunity to work on test corrections for the first 2 major tests during labs. There will be no time to do corrections for test 3, but any student who has corrected both test one and test 2 will automatically be awarded correction points for test 3.

**Quiz Format:** All quizzes will be open book, open note, and multiple choice in format. Students will need to provide a scantron form # 815-E for each of the 11 weekly quizzes. They will be short lasting usually no longer than 10 to 15 minutes and being no more than 5 questions in length. The lab instructor will determine exactly how much time to allow for each weeks quiz and students must turn in quizzes promptly when told to do so. Students arriving late will not be given extra time to take that week's quiz.

**Grading:** Half of each quiz grade will be based on participation. Thus the minimum grade that can be earned on any quiz taken by a student will be a 50. If a student fails to take a quiz however they will be assigned a grade of 0 on the quiz not taken. The 3 lowest quiz grades will be dropped. The remaining 8 quiz grades will be averaged together and their average will count as a major test grade. Students quiz grades will be posted on Blackboard and students should save all of their returned scantrons until they have had an opportunity to verify that the posted grades are accurate. To access the course, go to <http://elearn.uta.edu/> and log in with your NetID and password or use the blackboard link located on the UTA student home page. Click on the name of the course in the upper left module after logging in. If a student ever has a question about their recorded grades they should promptly address the issue with their lab instructor.

**Make-up Policy:** **No makeup quizzes will be given for any reason.** The first 3 missed quizzes will be used as your dropped quiz grades. If you miss more than 3 quizzes you will be assigned a grade of 0 on these quizzes.

**Materials Needed:** Students should bring with them to lab each week paper, pencils, eraser, scantron, calculator, and their textbook. You cannot use a your cell phone calculator, your lap top calculator, or any calculator with texting capability on your quizzes taken during lab.