

Math 2103, Elementary Calculus, Section 3&4, Spring 2013

Instructor: Jianou Zhang

Office: 419 MSCS

Office hours: Thursday 9:00-11:00 am (or by appointment)

Phone: Instructor's Office 744-2255,

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- ◆ About special tutoring: I will work on **Wednesday from 5:00-8:00 pm in MSCS 445**
- ◆ Email me whenever you want to make an appointment. *Your email must have a Subject Line and there you must state your Attendance Number.* Also any questions or issues on class policies or grades in the course must be done in person in *Dr Gann's office.*
- ◆ *Before coming to our Thursday session, you should print off the homework which we will discuss, make copy of your own homework for asking questions if necessary and bring them with you* to the discussion session. *Students must attend the entire discussion session. Homework will not be graded if a student leaves early before the quiz, or sends it with another student.* Also I will only collect homework before we start the session. *Late homework will not be accepted.* And I will hand out the attendance sheet every Thursday.

- ◆ Make up policy: Complete the request for Make-ups and bring it to *Dr Gann with proper documentation* attached for approval. For details please check Dr Gann's Syllabus.