

Grade Policy:

This course is graded according to the following “catalog” for students who take the final exam:

<i>A total score in the interval</i>	<i>earns a letter grade of</i>	<i>A total score in the interval</i>	<i>earns a letter grade of</i>
[0,30)	F	[60,65)	B-
[30,40)	D	[65,70)	B
[40,45)	D+	[70,75)	B+
[45,50)	C-	[75,80)	A-
[50,55)	C	[80,100]	A
[55,60)	C+		

- The total score is computed out of 100 according to the weights given in the syllabus.
- There is no rounding up.
- Students whose midterm scores add up to less than 40 points (out of 200) earn an FZ and cannot enter the final exam.
- Students who miss the final exam earn an FX only if their course total corresponds to an F.

Homework Policy:

The homework is assigned and graded via *WebAssign*.

- You need a valid registration code (supplied with your copy of the textbook sold by the Meteksan Bookstore) to access *WebAssign*.
- The class key for this course is *bilkent.tr 9825 2557*.
- You must enter your *Bilkent Student ID Number* as your *Student ID Number* when creating your *WebAssign* account. This is the only way your homework scores can be correctly transferred to STARS.
- Registering in and using *WebAssign* correctly and properly is part of the homework.
- Note that there is a limit to how much the homework scores can contribute to the course total. [See the front page.]

Make-up Policy:

- **Students who miss a midterm exam with a valid and documented excuse are entitled to take a make-up exam subject to the approval of the instructor.**

A single make-up exam is given during the last week of classes, covers the entire syllabus, and must be expected to be harder than the missed exam.

- **There is no make-up for quizzes and homework. The lowest quiz and homework scores of each student will be dropped at the end of the semester.**

Attendance Policy:

This course consists of 4 lecture hours per week. Your classroom attendance record will not directly affect your course grade. However, note that depending on your scholarship status, the attendance requirements of the University might be different from those of this course.

- **You must decide for yourself if and when you want to attend the lectures.**

Your decision must be based on the following considerations:

- Different people learn best in different ways. You must decide for yourself how much you benefit from attending the lectures.
- If you attend the lectures you will be expected to act according to the classroom policies listed below. You must decide for yourself if you will be able to do so.

- **This notwithstanding, attendance will probably be taken during the lectures and entered to STARS for statistical purposes.**

Classroom Policy:

Every student is expected to respect the instructor's right to teach and other students' right to learn. Any behavior that distracts or disturbs the other students or the instructor, or disrupts the lecture in any way is unacceptable and will not be tolerated. Any student engaging in inappropriate behavior will be asked to leave.

It is observed that the reason most students, who wouldn't otherwise, come to the class is the quizzes. It is also proven by the data that coming to the classes only for the quizzes is a waste of time.

Multitasking is a myth as proven by the recent findings in Neuroscience. You must come to the class only if you are able to give your entire attention to the lecture. Otherwise, there are much more productive ways of using those four hours a week.

- **You must be in class before the lecture starts.**

The lecture starts at xx:30 in the mornings and xx:40 in the afternoons. Students are expected to do their best to be in class on time.

- **You must stay for the entire duration of the lecture.**

If you must leave due to an emergency, first raise your hand and let the instructor know.

- **You must turn off all your electronic equipment before the lecture starts.**

In particular, cell phones, laptops, media players, and game consoles must be turned off and put away or should not be brought to class at all.

- **You must avoid all activities that are better performed elsewhere, including talking to your classmates.**

If you have a question or comment related to the course, raise your hand and address the entire class; otherwise, wait until the end of the lecture. If you talk to your classmates during the lecture, you will be asked to leave.