

Attendance: You are expected to attend class regularly and to arrive on time. Classes will not be held on Thursday, November 27 (Thanksgiving Day).

Withdrawal Date: The last day to *withdraw* from the course is Friday, October 31, 2003 by 4:00 PM.

Important: If you must miss a class for some reason, be sure to call me or a fellow student for the lecture notes; furthermore, if you **must** miss a class in which an assignment is due or a test is to be given, it is in your best interests to notify me ahead of time (even if you must call just before class begins)! Remember...do not expect me to accept late assignments or to give make-up tests.

Policies:

1. All assignments must be single-sided and stapled unless directed otherwise. Also, for SPSS problems, only the relevant output should be included, and it should be well-labeled and identified.
2. Cell phones and beepers/pagers must be turned off in class. Violators may be dismissed from the classroom in accordance with the University's policies governing student conduct in the classroom, and these policies will be enforced in their entirety at all times in this class. Further details may be found in the *Undergraduate Bulletin* and at <http://www.students.vcu.edu/rg/policies/rg7conduct.html>.
3. The VCU Honor System applies at all times in this class. For specific details on the VCU Honor System, please visit <http://www.students.vcu.edu/rg/policies/honor.html>.
4. University Rules and Procedures prohibit anyone "to have in his possession any firearm, other weapon, or explosive, regardless of whether a license to possess the same has been issued, without the written authorization of the President of the University..."
5. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Virginia Commonwealth University to provide an 'academic adjustment' and/or a 'reasonable accommodation' to any individual who advises us of a physical or mental disability. If you have a physical or mental limitation that requires an academic adjustment or an accommodation, please arrange a meeting with me at your earliest convenience. Additionally, if any of your course work requires you to work in a lab environment, you should advise the instructor or department chairperson of any concerns you may have regarding safety issues related to your limitation(s).
6. All students are expected to comply with the Student Computer Initiative: <http://www.vcu.edu/sci/>.

Helpful Hints:

1. If you have an emergency, it is your responsibility to notify the instructor as soon as possible.
2. Get the name and phone number of two or three of the students in this class to call if you miss class, to ask questions when you need help, or to form study groups.
3. If you have questions, please feel free to ask either during class or during my office hours. Class participation is strongly encouraged.
4. **The concepts of this course build upon one another as the course progresses. To succeed, you must master each concept when it is presented. For this reason, you must put forth an adequate amount of time and effort on the problems and reading material on a regular basis.**