

Important Additional Information about This Course

Welcome to our course. During the term, I will check the class site for questions almost every morning and evening, and sometimes during the day too. Also, please feel free to contact me by e-mail at any time with any issue directly or remotely related to this course. In most cases I will respond the same day or the next morning. If I am going to be out of Internet range for longer than a day (e.g. travel), I'll post an announcement to that effect.

E-mail is preferred for communication with your instructor. LEO Pager is suitable for very short notes with no attachments.

Telephone consultations can be arranged. It is best to first agree by e-mail or LEO Pager on a convenient time. This works better than leaving messages and playing telephone tag. Also, note that I am located in Seattle, Washington (Pacific Time Zone).

Late Assignments: Late assignments are not accepted without prior approval. If you need an extension, you may contact me by e-mail, or (if you do not have access to the Internet) by leaving a **text** message at **(206) 498-3328**. In your request, you must explain the reason for the request, and a specific date by which you expect to be able to turn in the assignment. Requests without this information will not be approved

I suggest that you write down (206) 498-3328 and keep it with your course materials, as well as entering it as a Contact in your mobile phone. Not having access to the Internet is not a valid excuse for not sending a timely request for an extension.

About Each Week's Work: The first item posted under heading Week N (N = 1, 2, ..., 8) is **Guide to the Readings for Week N**. Be sure to read this item carefully **first**. Note that this item is not visible in the Table of Contents in the left column; you have to click on Week N to see it. Even when you click on Week N, you may still not see it; you may have to scroll up to find it.

When are Assignments Due? You will notice that all assignments, and the final exam, are due on Sundays. But when on Sunday? Just plain "Sunday" means different things in different time zones, and I am not told who lives in what time zone. LEO, however, requires me to establish a specific time hh:mm. No matter what I set, it will be burdensome to some and misleading to others.

The reality is that when I start work Monday morning, I download all submittals, and I'll accept and grade anything that is in that download. So just think Sunday, and if you need to work late into the wee hours to complete your assignment, that's alright. *The hh:mm listed in the LEO class schedule is artificial; ignore it.*

(Revised 9/28/2016)