

**GUIDE FOR THE
INSTRUCTORS OF MA 265
FALL 2003**

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This is a guide for the instructors of MA 265, Fall 2003, about the grading scheme, syllabus, homework assignments etc.

(i) Textbook: Textbook: B. Kolman & D. Hill *Elementary Linear Algebra*, Seventh edition.

LabManual: D. Hill & D. Zitarelli *Linear Algebra Labs with MATLAB*, Second edition.

(ii) Grading Scheme: The grading scheme for MA 265 will be as follows:

Final	40%
Midterms I, II	40%
Homeworks and Quizzes	20%

We will have a common final, while the two midterms are prepared and given by each instructor. The results of the common final determine the cutoff points for the letter grades A, B, C etc. common to all the sections, and then each instructor redistributes the letter grades among his or her students according to the grading scheme described as above. For example, if 10 of your students scored in the A range in the final, 20 in the B range, 15 in the C range and 5 in the D range, then you could give and distribute 10 A's, 20 B's, 15 C's and 5 D's among your own students. Even though I realize there have been complaints from some students that this would put an unfair amount of emphasis on the final, it has been my experience and observation that the system reflects the performance of the students quite well and that it serves for the purpose of eliminating a possible unfair discrepancy between too generous instructors and too harsh ones. It is strongly recommended, therefore, that you stick rigorously to the given distribution.

It is up to you to determine the weights for the homeworks and quizzes, respectively, dividing the given 20 %. Again it is strongly recommended that you stick to the above grading scheme otherwise in order to achieve some uniformity and fairness among the sections.

At the beginning of the semester, the students should be told of the grading scheme and the normalization process among all the sections as above. Though it may be a good idea to announce the grade distributions for the midterms for your own class, please remind the students of the grading scheme which will ultimately determine the grades.

Do NOT announce the department grade distribution data to the students.

(viii) Statements for the students with Disabilities: Please read carefully the handout from Allen Weitsman concerning students certified by ODOS as requiring academic adjustments. If you have further questions on some individual case, please contact Allen Weitsman directly or me for assistance:

(ix) Miscellaneous

(ix-1) Please keep careful records. Make sure that your grader is also keeping good records. Keep these records through the subsequent semester. Give a copy of your completed grade sheets to the Undergraduate Services Office (MATH 242). Make sure that the records are clear so that we can handle any queries or grade appeals.

(ix-2) Students have a right to privacy. Do not leave homeworks or exams in a public place. Do NOT post grades in a way that easily identifies students.

(ix-3) Instructors should announce, post and keep their office hours.

(ix-4) Students may change sections by getting a Schedule Revision Form from their academic advisors. This form must be signed by the instructor of the section into which the student is transferring. You are not obliged to accept transfers. Do not make your class too large.

(ix-5) The USO will help with administration of make-up exams. If a make-up is needed, give the USO a copy of the exam, the name of the student and tell the student to make an appointment with the USO.

Academic Adjustments for Students with Disabilities

Students who have been certified by the Office of the Dean of Students-Adaptive Programs as eligible for **academic adjustments** should go to MATH 909 and request and *Information Sheet* for this semester, that explains how to proceed this semester to get these adjustments made in Mathematics courses. It is not the same as last semester. **This should be done the first week of classes.** Only students who have been certified by the ODOS-Adaptive Programs and who have requested ODOS to send their certification letter to their instructor are eligible for academic adjustments.

Students who are currently undergoing an evaluation process to determine whether they are eligible for academic adjustments, are encouraged to find out **now** what procedures they will have to follow when they are certified, by requesting the above mentioned Information Sheet from MATH 909.

Large print copies of the *Information Sheet* are available from MATH 909 upon request.

Important Dates

Last day for a student to drop a class without it being recorded: Monday, September 8, 2003.

Last day for a student to drop a course without a grade: Monday, September 22, 2003.

Last day for a student to drop a course with a passing or failing grade: Wednesday, October 29, 2003.