

## Ground Rules for MA 165 Fall 2021

1. **Structure of the lectures:** The lecturers (Profs. Cai, Peterson, and Matsuki) deliver “in-person” lectures MWF (Cai at 3:30 PM in BHEE 129, Peterson at 8:30 AM in CL50 224 and Matsuki at 11:30 AM in BHEE 129). Although we do not take attendance, understanding the content of each lecture by attending the lecture in person is REQUIRED.

**NOTE:** We will post the supplemental videos of the lectures (by Matsuki) on the Brightspace to help the students to understand the lectures better. However, watching the videos will NOT substitute for attending the lectures.

2. **Information:** All the key information will be posted in the announcement of the file

**Fall 2022 MA 16500-100 LEC for Cai**

**Fall 2022 MA 16500-200 LEC for Matsuki**

**Fall 2022 MA 16500-314 LEC for Peterson**

in the Brightspace.

3. **Schedule:** You can find the detailed schedule for the lectures, homeworks, quizzes, and exams on the Assignment Sheet, which is posted in the announcement of the file Fall 2022 MA 16500-100 (or 200, 314) LEC in the Brightspace.

4. **Textbook:** The textbook for MA 165 for Fall 2022 is:

**Calculus with Early Trancendentals by Briggs, et al. Pearson,  
3rd edition.**

For more information on the textbook, see

**Quick Student Guide to MyLabMath**

, which is also posted in the announcement of the file Fall 2022 MA 16500-100 (or 200, 314) LEC.

5. **Homework:** Homework is given as an assignment in MyLabMath, corresponding to each lecture. The student should

**buy an access code to MyLabMath.**

For more details on how to buy an access code, we refer the students to “Quick Student Guide to MyLabMath”.

Usually the deadline to turn in the MyLabMath homework is 11:59 PM on the day of the following lecture. (For example, if the material of the homework is discussed on the lecture given on Monday, the deadline for that homework is 11:59 PM of Wednesday of the same week, when the following lecture is given. We may pick up and discuss some difficult problems in the assignment during the lecture, if time permits.) The specific deadline for each assignment can be found on the MyLabMath. No extension of the deadline is allowed (except under some special circumstances). Two

lowest scores of the homework assignments will be dropped at the end of the semester.

**Warning:**

- (o) **All the questions/inquiries about MyLabMath should be directed to your Recitation Instructor, NOT to your lecturer.**
- (i) If you want to use the function **Ask My Instructor Question**, you must **change the e-mail address** to the one of your Recitation Instructor. By default the e-mail address is set to be Matsuki's e-mail address, but Matsuki cannot possibly answer all the questions. We have more than 1500 students across all the sections of MA 165. Matsuki would appreciate your kind understanding, and your TA should respond to your inquiry in a timely manner.
- (ii) If you think the MLM computer made an error and did not recognize your correct answer as such, please contact your Recitation Instructor, NOT your lecturer. He/She will look at your answer, and if it is correct, he/she will override the computer grading. If you have any other inquiry about the homework, contact your Recitation Instructor first.

6. **Quiz:** Every Thursday you are supposed to work on a quiz, which is given as an assignment in MyLabMath, and submit your work online. The material to be covered in each quiz can be found in the Assignment Sheet. Your Recitation Instructor (TA) will help you with the quiz during the in-person recitation class.

**We will take attendance to the Recitation Class. If you do not attend the Recitation Class, then the score of the quiz you submit online will be brought down to 0 manually by your Recitation Instructor.**

Our quiz is NOT a test, and you are encouraged to discuss the problems with your peer students and with your Recitation Instructor. The quiz will become available at 12:00 noon on each Wednesday (the day before the day of the Recitation Class), and will remain open until 11:59 PM on Thursday (the day of the Recitation Class). The actual time you can work on the quiz is 120 minutes. One lowest score of the quizzes will be dropped at the end of the semester.

**Warning:**

- (i) Quiz 1 is exceptional, and does NOT fit into the regular format described above. The deadline for Quiz 1 is 11:59 PM on Thursday, Sept. 1, the same time when Quiz 2 is due.
- (ii) A quiz or an exam does NOT show up in your MLM account until the very day it is assigned, while all the homework assignments you can see in your MLM account from the beginning of the semester. The detailed schedule for the quizzes can be found in the Assignment

Sheet. The fact that you do not see a quiz until the day it is assigned can NOT be used as an excuse to skip a quiz.

- (iii) **You have an infinite number of attempts allowed to work on a quiz.** However, every time you renew your attempt, all the past answers you submitted will be erased and you have to start from scratch.

7. **Exam:** We will have 3 midterms, and the Final Exam. the exams are common to all the sections. The specific dates of the exams can be found in the assignment sheet. We will announce the detailed information on each exam as the time gets closer.

8. **Office Hour:** For the detailed information on the office hour, ask your lecturer.

9. **Grading Scheme:** The course grade will be determined by the **Total Score**, calculated with weights as follows:

Weights for the Total Score

Homework	200 points
Quizzes	100 points
3 Midterm Exams	$3 \times 100 = 300$ points
Final Exam	200 points
<b>Total Score</b>	<b>800 points</b>

We have 33 MyLabMath homework assignments (two lowest of which will be dropped) and 11 quizzes (one lowest of which will be dropped) to be graded. The scores will be rescaled and calculated to fit into the weights announced above.

Cut-off points

The letter grades will be given according to the following scheme:

$A^+$	800 - 776
$A$	775 - 744
$A^-$	743 - 720
$B^+$	719 - 696
$B$	695 - 664
$B^-$	663 - 640
$C^+$	639 - 616
$C$	615 - 584
$C^-$	583 - 560
$D^+$	559 - 536
$D$	535 - 480
$F$	479 or below

**NOTE and WARNING:**

- (1) At the end of the semester, if the distribution of the letter grades is way off the traditional one, we MAY LOWER the above mentioned cut-off points. We will NEVER RAISE the cut-off points.
- (2) The MLM score display is designed to exclude the pastdue assignments from the calculation by default, while their scores will be counted as zero at the end of the semester. We will try manually to adjust the scores of the pastdue assignments to be zero in the middle of the semester. However, we warn strongly that, if you have so many pastdue assignments, the displayed score of your performance in MLM may be deceptively higher than your actual score.

**10. Late Registration and/or Transfer:** If you have not yet registered for the course but intend to, you should ask the TA of the section you are attending to get you a MyLabMath account and you should start submitting the assignments. There is a two-week trial period for the MyLabMath account. After that, you will have to pay the (nonrefundable) access fee.

If you want to transfer from one section to another, you will have to ask the permission from the lecturer and notify the TA's (both of the old section and of the new one) of your transfer.

**11. Academic Adjustments for Students with Disabilities:**

Purdue University strives to make learning experiences accessible to all participants. If you anticipate or experience physical or academic barriers based on disability, you are welcome to let us know so that we can discuss options. You are also encouraged to contact the Disability Resource Center at: [drc@purdue.edu](mailto:drc@purdue.edu) or by phone at 765-494-1247.

If you have been certified by the Disability Resource Center (DRC) as eligible for accommodations, you should contact your TA to discuss your accommodations as soon as possible. You should send your Course Accessibility Letter to your TA and to the professor; here are instructions for how to do this: <https://www.purdue.edu/drc/students/course-accessibility-letter.php>

If you have been certified by the Disability Resource Center (DRC) as eligible for academic adjustments on exams, the accommodation will be done through the DRC. If you have further questions/inquiries, you can also contact Stephanie Foster ([foster80@purdue.edu](mailto:foster80@purdue.edu)) by sending her an e-mail.

**12. Important Dates:**

- Monday, Aug. 29: Last day to register without a late fee
- Friday, September 2: Last day to cancel a course assignment without it appearing on record
- Monday, September 19: Last day to withdraw a course with a grade of W or to add/modify a course with instructor and advisor signature
- Tuesday, October 25: Last day to withdraw from a course with a W or WF grade

NOTE: Check the academic calendar for the other important dates.

13. **Math Resource Room** : The students are encouraged to utilize the Math Resource Room for help. The detailed schedule for MRR will be announced in the first week of instruction.