

Ground Rules for MA 165 Fall 2025 PIN

Version: August 8, 2025

1. Structure of Lectures and Recitation Classes

(1) Lectures:

The lecturers

- Alexandra Cuadra at 10:30 AM - 11:20 in LE 102
- Kenji Matsuki at 9:30 AM - 10:20 AM in LE 105

deliver “in-person” lectures MWF. Although we do not take attendance, understanding the content of each lecture by attending the lecture in person is **REQUIRED**.

You can see the more detailed schedule of lectures and the contents of each lesson on the files

(a) **Assignment Sheet**

(b) **Lecture Plan.**

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

(2) Recitation Classes:

There is a Recitation Class every Thursday, administered by your own Recitation Instructor. Attendance to the Recitation Class in person is **REQUIRED**.

2. Information

All the key information will be posted in the announcement of the file

Fall 2025 MA 16500-334 LEC for Kenji Matsuki

Fall 2025 MA 16500-3339 LEC for Alexandra Cuadra

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 2025 MA 16500-334 (or 339) LEC in the Brightspace.

4. Textbook

The textbook for MA 165 for Fall 2025 is **Calculus with Early Transcendentals 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 2025 MA 16500-334 (or 339) LEC.

5. MyLabMath

- (1) It is **absolutely crucial for the student to have his/her account in MyLabMath**, where all the records, including homeworks, quizzes, and exams are kept throughout the semester.
- (2) 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**”.
- (3) **All the questions/inquiries regarding MyLabMath should be directed to your Recitation Instructor, NOT to your Lecturer.**
- (4) **Overriding erroneous grading by computer:** If you think the MLM computer made an error grading your homework/quiz 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/quiz, which is given as an assignment on MyLabMath, contact your Recitation Instructor first, NOT your Lecturer.

6. Homework

- (1) **Format:** Homework is given as an assignment in MyLabMath, corresponding to each lecture.
- (2) **Deadline:** 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).
- (3) **Score dropping:** Two lowest scores of the homework assignments will be dropped at the end of the semester.
- (4) **Piazza Forum:** Piazza Forum will be set and the students can post the questions regarding the homeworks there, starting on the 2nd week of the semester. Details about the Piazza Forum will be announced later.

7. Quiz

- (1) **Format:**
 - (i) Every Thursday you are supposed to work on a quiz, which is given as an assignment in MyLabMath, and submit your work online. The materials 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.

- (ii) The quiz will become available at 12:00 noon on each Monday of the week of the corresponding 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. **Warning:** A quiz 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.
- (2) **Physical Attendance Required:** We will take attendance to the Recitation Class.
IMPORTANT: 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.
- (3) **Collaborative nature of the quiz:** Our quiz is NOT a test, and you are encouraged to discuss the problems with your peer students and with your Recitation Instructor.
- (4) **Deadline:** The deadline to submit your work on the quiz is 11:59 PM on the day of the Recitation Class (Thursday).
- (5) **Score dropping** One lowest score of the quizzes will be dropped at the end of the semester.
- (6) **NO Piazza Forum:** The students should NOT use the Piazza Forum to post the questions regarding the quiz problems.
- 8. **Exam:**
 - (1) **Midterms** We will have 3 midterms, each of which is given during one of the lecture classes, and hence is 50 minute-long. The specific date of each midterm can be found in the Assignment Sheet.
 - (2) **Final Exam** We will announce the date and place of the Final Exam as the time gets closer.
 - (3) **Study Guide** For each exam, we will provide the Study Guide with the Example Problems. Most of the problems in the real exam will be extracted, possibly with different wording, numbers and with modifications, from the Example Problems.
- 9. **Office Hour:** For the detailed information on the office hour, ask your lecturer.

10. Grading Scheme:

(1) Total score and weights

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
Total Score	800 points

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.

REMARK: In order to make the MLM score display time-sensitive, we would like to assign $200/(33 - 2) = 6.45$ points to each homework assignment. However, the MLM computer does not accept the decimals. In order to avoid this technical rumpus, and we have to assign either 7 or 6 (integer) points. As a result, at the end of the semester, you may see the total score of the homework category to be slightly above 200 (maybe equal to but never less than 200). You should consider these extra points as a bonus given to your advantage.

(2) Cut-Off Points

The letter grades will be determined according to the following cut-off points:

A^+	800 - 760
A	759 - 740
A^-	739 - 720
B^+	719 - 700
B	699 - 660
B^-	659 - 640
C^+	639 - 620
C	619 - 580
C^-	579 - 560
D^+	559 - 500
D	499 - 440
F	439 or below

NOTE and WARNING:

- (i) 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.

- (ii) 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.

11. 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.

12. 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 by email at drc@purdue.edu or by phone at 765-494-1247.

If you have already been certified for academic adjustments by the Disability Resource Center (DRC) or are awaiting certification, please follow the procedures below for your mathematics course.

Share your Course Accommodation Letter (CAL) with your instructor(s); instructions to do this can be found at

<https://www.purdue.edu/drc/students/course-accommodation-letter.php>

For all in-class accommodations, see your instructor before class, after class or during office hours to discuss your accommodations for the current semester.

For all exam-related accommodations, Stephanie Foster will email your Purdue email account within the first 2-weeks of class with instructions on how to schedule your accommodated math exams. If you do not receive an email after 2 weeks, first search your email for "foster80" as the email may have gone to spam folder. If you do not have an email from Mrs. Foster, then contact her at foster80@purdue.edu. Math exams will be administered by either the Department of Mathematics or Purdue Testing Services, depending on the type of accommodation required.

13. Important Dates

In order to find the important dates, visit:

<https://www.purdue.edu/registrar/calendars/>

14. **MAC** : The students are encouraged to utilize the Mathematics Assistant Center (MAC) for help. The details for MAC (availability and time) will be announced later.