

- **CLASS PERIOD**

Students are expected to attend every class meeting and to read the appropriate sections of the text before coming to class. Instructors may not have time to cover every topic in class.

- **HOMEWORK**

Written homework **will not** be collected nor graded. However, doing **all** the homework problems is essential for success in this course and is certainly your best way to be prepared for quizzes and exams. Some of the problems from each homework assignment will be completed and graded online. The four lowest online homework grades will not be counted. semester.

- **QUIZZES**

A quiz will be given every Tuesday and Thursday starting on 1/13/05, except on exam days. There will be no quiz the last week of classes. Each quiz will include at least one of your homework problems (with the numbers changed). **No make-up quizzes will be given for any reason.** The three lowest quiz grades will not be counted. To have a fourth quiz grade (or more) not counted at the end of the semester will require **acceptable written justification for having missed all four (or more).**

- **EXAMS**

There are three multiple-choice, machine-graded evening exams scheduled for your class this semester. The dates are as follows. **(Mark them on your calendar.)**

EXAM 1: Tuesday, February 1, 2005, 8:30-10:00 PM

EXAM 2: Thursday, March 3, 2005, 8:30-10:00 PM

EXAM 3: Tuesday, April 19, 2005, 8:30-10:00 PM

Contact the course coordinator immediately and let your instructor know if you miss an exam for any reason. Make-up exams can only be approved **in writing** by the course coordinator, Owen Davis (MATH 908, 494-1931, Make-up exams will be allowed for valid reasons. For non-valid reasons, a make-up *may* be allowed with a *grade penalty* of 30 points being deducted from the student's earned score. Not knowing the right date, time or location of an exam is NOT a valid reason for missing it.

No one will be allowed to leave the exam site for the first 25 minutes of the exam. After that time, no one will be allowed to enter the exam site and take the exam. Students arriving after 25 minutes will be allowed to take the make-up exam. If they arrived late for a non-valid reason, a grade penalty of 30 points will be deducted from the make-up exam score.

If you have an academic conflict (such as another exam or class at the same time) or other foreseeable conflict with any of the evening exams, you must let Owen Davis know no later than two business days before the exam takes place. If you have an emergency situation that will prevent you from attending an evening exam, you must contact Owen Davis by telephone or in person (not by voice mail or e-mail) no later than 2:00 PM on the day of the exam.

Make-ups will be given only once for each midterm exam, on the following dates and times:

MAKE-UP EXAM 1: Friday, February 11, 2005, 6:00-7:30 PM

MAKE-UP EXAM 2: Friday, March 11, 2005, 6:00-7:30 PM

MAKE-UP EXAM 3: Friday, April 22, 2005, 6:00-7:30 PM

If you miss an exam and its alternate, you will have a score of 0 (zero) recorded for that exam.

For each of these evening exams there will be one class period for which attendance is not required; **however, it will not be cancelled: it will be a no-attendance-required help session for the exam.**

To prepare for the midterm exams, students should review all of the material covered by their homework assignments, quizzes and the announced review problems. Past exams (available online) are a source of additional review problems and can also give students a rough idea of the length and difficulty level of their own exams. **However, many students have the mistaken impression that just by reviewing some past exams they will have seen all that is expected of them for their own exams.** Past exams should **absolutely not** be used as a guide to the exact content and wording of the exams.

The final exam is a 30-question, multiple-choice, machine-graded exam that is given during the sixteenth week of the semester. Students may get a copy of practice questions for the final online. **THE SEMESTER ENDS ON SATURDAY, MAY 7 AT 9:00 PM. PLAN TO BE HERE UNTIL THEN FOR YOUR MATH FINAL EXAM. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY.**

- **CALCULATORS**

No calculators are allowed on quizzes and exams until after exam 2. Make sure you take your **non-graphing, non-programmable**, scientific calculator to the third evening exam and to the final exam.

(OVER)

A TI-30 calculator is recommended. We will not allow the sharing of calculators with other students.

- **OFFICE HOURS**

Any student can get help from any of the instructors during their office hours. After the first week of classes, the office hour schedule will be posted on each instructor's door and students may get a copy online. You are strongly urged to go to someone's office hours if you have questions. It is the best way to get individual help. Additionally, MATH 205 is a help room and is open most of the day.

- **ACADEMIC ADJUSTMENTS**

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 an *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 during 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 versions of the *Information Sheet* are available in MATH 909 upon request.

- **GRADES**

Quizzes are worth 100 points, the online homework is worth 50 points, each evening exam is worth 100 points, and the final is worth 200 points. At the end of the semester, each student's grade is calculated using his/her *total points*. The course grades are calculated as follows: Letter grade cut-offs are determined for the four common exams combined. Then, your recitation instructor determines the number of each letter grade his students earned based on their four exam scores. Next, he/she lists all of his students' total points (out of the 650 total points available), in numerical order, highest first. (Those students who do not have grades on all 4 exams are not included in this list.) If ten of his students receive an A according to the four-exam cut-offs, the first 10 students on the list of total points will automatically receive an A as their final grade in the course, and so on down the list for the other grades. Further, students zero to four points below a grade cut-off (based on the 650 total points available) will automatically be raised to the higher grade. Other students who are within twelve points of a grade cut-off are considered borderline cases. If the grade obtained on the final exam or the four-exam composite is at least as good as the higher one in the borderline, the course grade will be raised; **otherwise it will not.** Exam grades will **ONLY** be available from your instructor and online using a password you will receive about the time of the first exam. Prior to receiving your course grade by mail, you can obtain it **ONLY** by seeing your instructor or by looking in SSINFO. **GRADES CANNOT BE OBTAINED OVER THE TELEPHONE.**

- **SECTION CHANGES AND DROPS**

After the first week of classes, students make course and section changes by getting a form from their Academic Advisor (or in MATH 909 or MATH 835), getting their Academic Advisor's signature, and getting Owen Davis's signature (MATH 908). He has scheduled the following hours to see students concerning course and section changes: Mo, We and Fr 9:30-11:30 AM. The student then returns the form to the Registrar or the Academic Advisor's Office for processing. **Make sure that you are registered in the section you attend. You will have zeros recorded as your quiz and exam grades if you do not.** If you want to drop a course during the first nine weeks of the semester, Owen Davis (MATH 908) can sign your drop form. If he is not available, go to MATH 835. **No section changes or drops are allowed after the first nine weeks of the semester, that is after Monday, March 21, 2005.**

- **CHANGING TO A LOWER MATH COURSE**

Students who do poorly on the first exam are allowed to drop back into a lower level course. **THROUGH FEBRUARY 9, WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STUDENTS SHOULD GET SIGNATURES FROM THEIR ACADEMIC ADVISOR AND from Cari van Tuinen, MATH 910, Monday to Friday, 2:00-3:00 PM for MA 153, or from Renée Roames, MATH 912, Monday to Friday, 10:00-11:00 AM for MA 111 and MA 152.** (If you have a conflict with all of these hours, leave a message in MATH 835.) You must obtain these signatures by February 9 at 4:00 PM. **After February 9, only under extenuating circumstances will any student be allowed to register for MA 111, MA 152 or MA 153. They will need the authorization of the Department Head, Professor Leonard Lipshitz.** Such students should contact their academic advisors for possible alternatives, including dropping the course.

- **CHEATING**

The Mathematics Department will not tolerate cheating of any sort. Grade penalties will always be imposed by the Department. All cheating cases will also be reported to the Dean of Students Office for disciplinary action (notification, probation, suspension, or expulsion).