COURSE INFORMATION – MA 221 **Spring 2007**

HOMEWORK AND QUIZZES: Homework will be collected daily. **Late homework will not be accepted.** There will be frequent quizzes. **No make-up quizzes will be given.** Only your instructor can excuse homework and quizzes.

EXAMS There are two in-class midterm exams, one evening midterm exam and a final exam. The two in-class midterm exams are written and graded by your instructor, with partial credit being possible. The evening midterm exam is a course-wide, multiple-choice, machine-graded exam written by the course coordinator. The final exam is a course-wide, 25-question, multiple-choice, machine-graded exam, also written by the course coordinator.

The dates of the midterm exams are as follows. (**Mark them on your calendar.)**

EXAM 1: in class exam on February 5.
EXAM 2: evening exam on March 8 at 8:30 p.m.
EXAM 3: in class exam on April 11.

If you have a class or exam conflict with Exam 2 or the Final, you should contact your instructor before the exam. You will be allowed to take an alternative exam without any penalty.

If you miss any exam, contact your instructor **immediately** to explain your absence. You should be prepared to present documentation about your absence to your instructor. Without documentation, you may be allowed to take an alternate exam with a penalty. Only your instructor can give you permission to take a makeup exam.

GRADES: There is a total of 550 points in the course. Homework and quizzes combined count 100 points. Each of the three mid-term exams counts 100 points, and the final exam counts 150 points. Since the only assessments common to all students and graded identically for all students are the two, course-wide exams (Exam 2 and the Final Exam), a normalization process based on them is used to determine the **number** of each letter grade given in a section. The Department decides on an A–range, B–range, C–range, etc., for the combined two exams. Each instructor then gives the same number of A's, B's, C's, etc., that his section earned on the combined exams. The assignment of the letter grades is based on students' **total points** (a number between 0 and 550). For example, if in a particular section there are 8 A's, 10 B's, etc., on the two combined exams, the 8 students with the highest **total points** receive an A, the next 10 a B, and so on.

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 242 with a copy of their certification letter 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 242. Large print versions of the Information Sheet are available in MATH 242 upon request.

OFFICE HOURS: All instructors have office hours in their own offices. **Any student can get help from any of the course instructors during these office hours.** Additionally, instructors have office hours in MATH 205, the Math Help Room. In the Help Room, instructors from all courses can help you. After the first week of classes, the office hour schedules are posted on each instructor's door and on the course web page. You are strongly urged to go to office hours if you have questions. It is the best way to get individual help.

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SECTION CHANGES AND DROPS: There are no section changes allowed during the first week of classes. After that, until the end of the 9th week of the semester, see the instructor of the section you want to enter. The schedule of classes can be found on the Mathematics Department web page or at the main desk in MATH 835. If you want to drop a course during the first nine weeks of the semester, your instructor can sign your drop form. If your instructor is not available, go to MATH 835. **No section changes or drops are allowed after the first nine weeks of the semester.**

LAST ADD DATE: The last day you can add this course is Friday, February 9. Students adding at this time must complete alternate exam 1 by Thursday, February 15.

COURSE COORDINATOR: Al Bronstein: bronst@math.purdue.edu

COURSE WEB PAGE: http://www.math.purdue.edu/academic/courses/