

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

Homework: Homework will be completed and graded on the Web. The assignment sheet contains the list of book problems on which your actual graded homework problems are based. Each assignment has to be completed by 11:59 pm on the day listed on the pull down menu. All homework assignments will be graded on a 10 point scale based on the number of answer boxes answered for each lesson. The two lowest homework scores will not be counted. To have more than two homework scores not counted will require acceptable justification for all missed assignments.

Quizzes: A quiz will be given at least twice a week throughout the semester, starting with the first class, Monday, 8/25/08. There will be no quizzes the last week of the semester. No make-up quizzes will be given for any reason. The two lowest quiz grades will not be counted. To have more than two quiz grades not counted will require acceptable justification for all missed quizzes. There will be a quiz on November 24th.

Exams: There are three multiple-choice evening exams scheduled his semester. **(Mark them on your calendar.)**

Exam 1: Tuesday, September 23rd, Starting at 8:00 pm, Elliot Hall of Music

Exam 2: Thursday, October 23rd, Starting at 6:30 pm, Elliot Hall of Music

Exam 3: Wednesday, November 19th, Starting at 6:30 pm, Elliot Hall of Music

Missing an Exam: If you miss an exam for any reason, contact the course coordinator, Tim Delworth, immediately. Make-up exams can only be approved **in writing** by Tim Delworth (MATH 814, 494-7914, delworth@math.purdue.edu). Make-up exams will be allowed for valid reasons with *no grade penalty*. For non-valid reasons, a make-up *may* be allowed with a *grade penalty* of 20 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.

Academic Conflict: If you have an academic conflict with an evening exam (another exam or class at the same time) you must let the Tim Delworth know no later than two business days before the exam takes place.

Emergency: If you have an emergency situation that will prevent you from attending an evening exam you must contact the course coordinator as soon as possible. If you wait too long to make contact with the course coordinator, options for making up the exam are limited.

20-Minute Rule: No one is allowed to leave the exam site for the first 20 minutes of the exam. After that time, no one is allowed to enter the exam site and take the exam. Students arriving after 20 minutes will be allowed to take the make-up exam. If they arrived late for a non-valid reason, a grade penalty of 20 points will be deducted from the make-up exam score. If you miss the exam and the make-up exam, you will receive a score of 0 for that exam.

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

MAKE-UP EXAM 1: Friday, September 26th, starting at 6:00 pm, Location TBA

MAKE-UP EXAM 2: Friday, October 31st, starting at 6:00 pm, Location TBA

MAKE-UP EXAM 3: Monday, November 24th, starting at 6:00 pm, Location TBA

(Yes, this is the Monday before Thanksgiving. If this is a problem, you need to be at the regular exam)

For each evening exam 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. There will be no quiz or new material presented in this class.

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 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.

Final Exam: The Final Exam is a 30-question, multiple-choice exam, given during finals week. The Final Exam covers all the lessons evenly, and does not emphasize the material after Exam 3 over the previous material. A practice final exam will be available online.

THE SEMESTER ENDS ON SATURDAY, DECEMBER 20th AT 9:00 PM. THE DATE AND TIME OF YOUR MATH FINAL WILL BE ANNOUNCED LATER THIS SEMESTER. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM.

Calculators: A **single-line** TI-30 is the only calculator allowed on quizzes and exams. Calculators may not be shared.

Office Hours: Mr. Delworth is in his office, MATH 814, MTWRF 10:00 am to 11:00 am, for assistance. Starting September 2nd, MATH 205, the Math Help Room, is open MTWR 10:30 am to 5:30 pm and F 10:30 am to 2:30 pm.

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. **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 copies of the *Information Sheet* are available in MATH 242.

Grades: Homework and quizzes are worth 100 points (50 points each), each evening exam is worth 100 points, and the final is worth 200 points, for a total of 600 possible points. At the end of the semester, each student's course grade is calculated using her *total points*. The course grades are calculated as follows: Letter grade cut-offs are determined for the four common exams combined. Then, your instructor determines the number of each letter grade his students earned based on their four exam scores. Next, your instructor lists all of his students' total points (out of the 600 total points available), in numerical order, highest first. 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 within 7 points of a grade cut-off (based on the 600 total points) will automatically be raised to the higher grade. Students who are between 8 and 21 points of a grade cut-off are considered borderline cases. If the grade obtained on the final exam, or in the four-exam composite, is at least as good as the higher one in the borderline, the course grade will be raised to the higher grade with a minus. If not, the grade will stay the same with a plus. For example: If you are within 7 points of the cutoff for an A, you will receive an A. If you are between 8 and 21 points of the cutoff for an A, and you qualify to have your grade raised, you will receive an A-; however, if you do not qualify to have your grade raised, you will receive a B+. This process is repeated for the B, C and D cutoffs. Since there is no F+, students within the borderline of the D cutoff, that do not qualify to have their grade raised, will receive an F. Exam score will be assessable from a link from the course web page.

Changing Sections or Adding the Course:

First week of the semester: Go to MyPurdue or see your academic advisor to add the class or change sections.

Starting the second week of the semester: See Tim Delworth in Math 814, Monday-Friday, 11:00 am to noon. If you have a conflict with these hours, email delworth@math.purdue.edu, or call 49-47914. During this time, Tim Delworth is the only person authorized to sign add forms or a section change forms for MA 154. The last day to change sections is Tuesday, October 28th.

Make sure that you are sitting in the section that you are registered to attend. Zeros will be recorded for all scores if you are attending the wrong section. Check your schedule on MyPurdue right now! You might be surprised.

Dropping the Course: Tim Delworth, MATH 814, or the person behind the desk in Math 835, can sign drop forms. The last day to drop the class is Tuesday, October 28th. The Math Department always assigns a W, not a WF, for all drops during the first nine weeks of the semester.

Changing to a lower math course:

Students are allowed to drop back into MA 153, through September 25th, by obtaining a signature from Cari VanTuinen, **MATH 810, Monday-Friday 10:00 am to noon**. If you have a conflict with these hours, leave a message in MATH 835. You must obtain her signature by September 25th at 4:00 PM. After this time, only under extenuating circumstances, and with the authorization of the Department Head Professor Rodrigo Bañuelos, will students be allowed to register for MA 153.

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 (probation, suspension, or expulsion).

POSSIBLE CAMPUS EMERGENCY:

In the event of a major campus emergency, course requirements, exam dates and grading procedures are subject to changes due to a revised semester calendar or other circumstances. Contact Tim Delworth if you have questions.