

- **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 /QUIZZES**

A daily score will be given for almost every class, starting with the third one (Friday, 01/11/08). The daily score will typically be a short, 2-3 question quiz covering the assignment due that day. Paper and pencil homework will only be collected occasionally, as most of it is done online. Completing each homework assignment (online or by hand) is certainly your best way to be prepared for quizzes and exams.

No make-ups will be allowed for the daily scores or online homework, for any reason. The four lowest scores for each will not be counted. To have a fifth score (or more) not counted at the end of the semester will require **acceptable written justification for having missed the fifth (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: Thursday, January 31, 2008, 6:30-7:30 PM, Hall of Music

EXAM 2: Monday, March 3, 2008, 7:00-8:00 PM, Location to be announced

EXAM 3: Tuesday, April 8, 2008, 6:30-7:30 PM, Hall of Music

Missing an Exam: If you miss an exam for any reason, contact the course coordinator immediately and inform your instructor. Make-up exams can only be approved **in writing** by the course coordinator, Cari Van Tuinen (MATH 440, 494-7920, cvt@math.purdue.edu). Make-up exams will be allowed for valid reasons. For non-valid reasons, a make-up *may* be allowed with a *grade penalty* 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 and will thus be imposed by a grade penalty.

Academic Conflict: If you have an academic conflict with any of the evening exams (e.g. another exam or class at the same time) you must let the course coordinator 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 by telephone or in person (not by voice mail or e-mail) no later than 2:00 PM on the day of the exam. Extenuating circumstances that prevent you from contacting the course coordinator (by phone or in person) in a timely manner will be evaluated on a case-by-case basis.

20-Minute Rule: No one will be allowed to leave the exam site for the first 20 minutes of the exam. After that time, no one will be 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 will be deducted from the make-up exam score.

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

MAKE-UP EXAM 1: Friday, February 8, 2008, 6:00-7:00 PM, Location TBA

MAKE-UP EXAM 2: Friday, March 7, 2008, 6:00-7:00 PM, Location TBA

MAKE-UP EXAM 3: Friday, April 11, 2008, 6:00-7:00 PM, Location TBA

If you miss an exam and the 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 3RD 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.

(OVER)

- **CALCULATORS**

A scientific calculator is required for this course. You may only use a nonprogrammable, non-graphing scientific calculator on quizzes and exams. No substitutes, such as a cell phone or PDA, may be used during quizzes or exams. WE WILL NOT ALLOW THE SHARING OF CALCULATORS AMONG STUDENTS.

- **OFFICE HOURS**

Most instructors hold common office hours in MATH 205. 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.

- **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 copies of the Information Sheet are available from MATH 242 upon request.

- **GRADES**

Daily scores are worth 50 points and 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 final grade is calculated using his/her *total points*. The final grades are calculated as follows: The total points for all your instructor's students are listed in numerical order, highest first. Then, your instructor uses the composite score of the 4 common exams to determine cut-offs for letter grades as follows: if ten of your instructor's students receive an A on the composite score, (approximately) the first 10 students on the list of total scores will receive an A as final grade in the course, and so on down the list for the other grades. However, those students who do not take the final exam are not included in the preceding list. Students zero to four points (from the 600-point total available for the course) below a grade cut-off will automatically be given the higher grade. Other students who are within twelve points of a grade cut-off are considered borderline cases. If the grade obtained in the final exam or the composite score is at least as good as the higher one in the borderline, the final grade will be raised; **otherwise it will not.** Exam grades will be available online using a link from the course web page and your career account login. You can obtain your final letter grade by looking in SSINFO. GRADES CANNOT BE OBTAINED OVER THE TELEPHONE.

- **SECTION CHANGES AND DROPS**

No section changes are allowed during the first week of classes. Academic Advisors will still be adding students to classes during that week. After that, students make course and section changes by getting a form from their Academic Advisor (or in MATH 242 or MATH 835), getting their Academic Advisor's signature, and getting Cari Van Tuinen's signature (MATH 440). She has scheduled the following hours to see students concerning course and section changes: Mo–Fr 10:30 a.m. – 11:30 p.m. 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, Cari Van Tuinen (MATH 440) can sign your drop form. If she 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 17, 2008.**

- **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 7, WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STUDENTS SHOULD SIMPLY GET THE SIGNATURE FROM THEIR ACADEMIC ADVISOR AND from the course coordinator of the course you are trying to enter. For MA 111, see Charlotte Bailey in MATH B13. Office hours are Mo/We: 9:30-10:30pm, Th: 3:00-4:00 pm. For MA 152, see Owen Davis in MATH 442. Office hours are MWF: 9:30 am-noon. **After February 7th, only under extenuating circumstances will any student be allowed to register for MA 111 or MA 152.** 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 (probation, suspension, or expulsion).