

GROUND RULES, SUMMER 2008

CLASS PERIOD

Students are expected to watch every lesson and to read the appropriate sections of the text. The instructor may not have had time to cover every topic in the videos.

HOMEWORK

Lessons 1 and 2 are done by paper and pencil from the textbook (not collected). Odd answers in the text and even answers available the course webpage. Lessons 3-21 are to be completed using the online homework system and is automatically graded and scored. Lessons 22-24 are on paper and pencil. Lessons 25-28 will be online. Lesson 29 will be on paper and pencil. Lessons 30-35 will be online. Lessons 36-40 will be on paper and pencil. Four of your lowest homework scores will be automatically excused (either online or paper/pencil).

QUIZZES

There will be online quizzes throughout the semester. They will be done on the same system as the online homework system. **No make-up quizzes will be given.** One quiz will be automatically excused.

CALCULATORS

Only **non-graphing, non-programmable**, scientific calculators are allowed on exams. Make sure you take your scientific calculator to the exams. **PROCTORS WILL LOOK AT YOUR CALCULATOR TO MAKE SURE IT IS APPROPRIATE. DO NOT BRING A GRAPHING OR PROGRAMMABLE CALCULATOR.**

OFFICE HOURS

Homework and course related questions will be asked and answered from a link on Blackboard open campus. Questions should be submitted using the "Question and Answer" discussion board. Answers will be submitted Monday through Friday by 5 pm and by 10 pm on homework due nights. Please don't procrastinate your homework and expect an answer just before it is due. Look over previous posts to see if someone else has already asked about the question you have. When you ask a question about an online HW problem, I will post the solution to the corresponding problem from the textbook, which will have slightly different numbers than your actual problem (since all versions are different). Each video also answers some of the HW questions at the beginning of class.

DROPS

The last day to drop a course is Wednesday, July 9. If you want to drop a course before then, discuss your intention with the continuing education department. Discuss the procedure with your academic advisor. **No section changes or drops are allowed after July 9.**

GRADES

Homework and quizzes combined count 100 points (25 quizzes/75 homework), each exam during the semester counts 100 points, and the final counts 200 points. The final is a 30-question multiple choice machine graded exam. Previous semester midterms and practice questions for the final are available from the Blackboard home page.

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.**

CHEATING

The Mathematics Department will not tolerate cheating of any sort. All cheating cases will be handled by the Dean of Students Office. Grade penalties will also be imposed by the Department.

Blackboard Vista Open Campus:

<https://blackboard.purdue.edu/webct/entryPage.dowebct>