

- **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 weekly score will be given almost weekly, starting with the second class period (Tuesday, 1/20/09). The weekly score will be based on either a short quiz or on the homework due that day. Although homework will only be collected occasionally for the weekly score, doing your homework is certainly your best way to be prepared for quizzes and exams. In addition, 30 homework assignments will be done online for half of the recitation grade.

**No make-ups will be allowed for the weekly scores or online homework, for any reason.** The one lowest weekly score and the three lowest online homework scores will not be counted. To have any additional scores not counted at the end of the semester will require **acceptable written justification for missing a second (or more) of the weekly scores or a fourth (or more) of the online homework scores.**

- **EXAMS**

There are three multiple-choice, machine-graded exams scheduled for your class this semester. Each exam will take place in our classroom. The dates are as follows. **(Mark them on your calendar.)**

**EXAM 1: Tuesday, February 3<sup>rd</sup>, 2009**

**EXAM 2: Tuesday, March 10<sup>th</sup>, 2009**

**EXAM 3: Tuesday, April 14<sup>th</sup>, 2009**

**Missing an Exam:** If you miss an exam for any reason, contact the course coordinator immediately. Make-up exams can only be approved **in writing** by the course coordinator, Charlotte Bailey (baileycm@purdue.edu, 496-3145). Make-up exams will be allowed for valid reasons. 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 for missing it.

**Academic Conflict:** If you have an academic conflict with any of the evening exams (e.g. another exam 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 (in person or by phone) in a timely manner will be evaluated on a case-by-case basis.

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

**MAKE-UP EXAM 1: Friday, February 13<sup>th</sup>, 6:00 PM**

**MAKE-UP EXAM 2: Friday, March 13<sup>th</sup>, 6:00 PM**

**MAKE-UP EXAM 3: Friday, April 17<sup>th</sup>, 6:00 PM**

**PLEASE MAKE BEING AT THE REGULARLY SCHEDULED EXAMS A PRIORITY.**

If you miss an exam and the alternate you will have a score of 0 (zero) recorded for that 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 later in the semester. **The final exam will take place during your class on Tuesday, May 5, 2009 from 6-8 pm. Location will be announced later.**

THE SEMESTER ENDS ON SATURDAY, MAY 9<sup>th</sup> AT 9:00 PM. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM.

- **CALCULATORS**

**No calculators are allowed on quizzes and exams until after exam 2. After Exam 2 is completed, a non-graphing, non-programmable, 1-line scientific calculator** is required for many problems on the quizzes and exams (a 1-line TI-30 calculator is recommended, but other 1-line scientific calculators are also allowed). **Multiple line calculators are not allowed on quizzes and exams.** We will not allow the sharing of calculators with other students. (Next Page)

- **OFFICE HOURS**

**Any student can get help from the instructor during his/her office hours.** You are strongly urged to go to 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 each day (M-F). Teresa will be available every Tuesday from 5:30 until 6pm for any help you may require.

- **ACADEMIC ADJUSTMENTS**

Students who have been certified by the Office of the Dean of Students-Disability Resource Center 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 or as soon as the student receives their letter.** Only students who have been certified by the ODOS-Disability Resource Center 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, 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 course letter grades at the end of the semester are calculated as follows:** Course wide letter grade cut-offs are determined for the four common exams combined (500 possible points). Then, your instructor determines the number of each letter grade his/her students as a group earned, based on the individual totals of the four exam scores. Next, he/she lists all of the students' total points (out of the 600 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/her 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. Students that are zero to seven points below a grade cut-off (based on the 600 total points available) will automatically be raised to the higher grade. Other students who are within eight to twenty-one 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 to the higher grade with a minus; otherwise it will be the grade with a plus (no F+). 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 8 to 21 points of the D cutoff that do not qualify to have their grade raised, will receive an F. (There is also no A+ grade given.)

Exam grades will be available from your instructor and online (course web page). You can obtain your course grade by seeing your instructor or by checking MyPurdue. **GRADES CANNOT BE OBTAINED OVER THE TELEPHONE.**

- **SECTION CHANGES AND DROPS**

**First week of the semester:** To add, drop, or change sections during the first week, go to MyPurdue or see your academic advisor.

**Starting the second week of the semester:** Starting the second week, students can 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 Charlotte Bailey's signature (MATH 802). She has scheduled the following hours to see students concerning course and section changes (Monday-Friday 9:30-10:30, or other times as available, cbailey@purdue.edu). 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, Charlotte Bailey (MATH 802) can sign your drop form. If she is not available, go to MATH 835. No drops are allowed after Monday, March 23.

- **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 Thursday, February 12. WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STUDENTS SHOULD GET SIGNATURES FROM THEIR ACADEMIC ADVISOR **AND** from Charlotte Bailey, MATH 802 (Monday-Friday, 9:30-10:30, or by appointment) for MA 11100. (If you have a conflict with these hours, leave a message in MATH 835.) You must obtain these signatures by February 12 at 4:00 PM. **After February 12, only under very extenuating circumstances will any student be allowed to register for MA 11100. They will also need the authorization of the Department Head, Professor Rodrigo Bañuelos.** 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 may be reported to the Dean of Students Office for disciplinary action (notification, probation, suspension, or expulsion).

- **CAMPUS EMERGENCY**

In case of a campus emergency, there may be some necessary changes made to our class schedule, class assignment list, and class ground rules.