

**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 Friday, 1/16/09. 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 Friday, March 13<sup>th</sup>.**

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

**Exam 1:** Thursday February 5<sup>th</sup>, starting at 8:00 pm, Elliot Hall of Music

**Exam 2:** Tuesday, March 10<sup>th</sup>, starting at 8:00 pm, Elliot Hall of Music

**Exam 3:** Thursday, April 9<sup>th</sup>, starting 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, 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. The sooner you contact Mr. Delworth the better.

**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, options 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, February 13<sup>th</sup>, starting at 6:00 pm, Location TBA

MAKE-UP EXAM 2: Friday, March 13<sup>th</sup>, starting at 6:00 pm, Location TBA

(This is the Friday before the start of Spring Break. If that is a problem, plan to take Exam 2 on the 10<sup>th</sup>)

MAKE-UP EXAM 3: Friday, April 17<sup>th</sup>, starting at 6:00 pm, Location TBA

The class period before each evening exam is an optional help session. There will be no quiz or new material presented in this class. You are encouraged to attend, however, that will be your choice.

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, MAY 8<sup>th</sup> AT 9:00 PM. THE DATE AND TIME OF YOUR MATH FINAL WILL BE ANNOUNCED LATER THIS SEMESTER. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM. EARLY FINALS ARE NOT GIVEN.

**Calculators:** A **single-line calculator** is allowed on quizzes and exams. No two-line, four-line, or graphing calculators are allowed. A TI-30Xa calculator is preferred; however, any **one-line calculator** is fine.

**Office Hours:**

Starting immediately, Mr. Delworth is available in MATH 814, MTWRF from 9:00 to 10:00 to help anyone. Starting January 20<sup>th</sup>, MATH 205, Math Help Room, is open MTWR 10:30 to 5:30 and Friday 10:30 to 2:30.

**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 50 points each, each evening exam is worth 100 points, and the final is worth 200 points, for a total of 600 points. Student course grades are calculated as follows:

1. Letter grade cut-offs are determined by the course coordinator for the four common exams (500 points possible)
2. Each instructor determines the number of each letter grade his students earned based on their four exam scores.
3. Each instructor then lists students in numerical order, from highest to lowest, using the 600 total points possible.
  - a. If ten students receive an A, according to the four-exam cut-offs, the first 10 students, on the list of total points, receive an A as their course final grade, and so on down the list for the other grades. The score of the last student for each grade is the cut-off score for that grade.
  - b. The grades of students within 4 points of a cut-off are raised to that grade.
  - c. The grades of students between 5 and 12 points of a cut-off are raised to that grade with a minus.
  - d. The grades of students between 13 and 21 points of a grade cut-off have a plus added to their grade.

For example: Students within 4 points of the cutoff for an A receive an A. Students between 5 and 12 points of the cutoff for an A, receive an A-. Students between 13 and 21 points of the cutoff for an A, receive a B+. Since there is no F+, students more than 12 points from the cutoff for a D receive an F.

**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, 10:00 am to 11:00 am. If you have a conflict with these hours, email delworth@math.purdue.edu. Starting the second week of the semester, Tim Delworth is the only person authorized to sign add forms or a section change forms for MA 154. Do not ask instructors to sign add forms. The last day to change sections is Monday, March 23<sup>rd</sup>.

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 Monday, March 23<sup>rd</sup>. 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 Thursday, February 12<sup>th</sup>, by obtaining a signature from Cari VanTuinen, MATH 810, Monday-Friday 10:00 am to 11:00 am. If you have a conflict with these hours, leave a message in MATH 835. You must obtain her signature by 4:00 pm on Thursday, February 12<sup>th</sup>. 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.