

## GROUND RULES, SUMMER 2009

### 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

Homework is collected every day except possibly before exams and at the end of the semester. No late homework will be accepted unless there is a valid excuse for missing class, such as documentable illness or official university activities.

### QUIZZES

There will be frequent quizzes. **No make-up quizzes will be given.** Some quizzes may be excused if there is a valid, documentable reason for missing class.

### CALCULATORS

Only **non-graphing, non-programmable**, scientific calculators are allowed on quizzes and exams. Make sure you take your scientific calculator to the exams. **WE WILL NOT ALLOW THE SHARING OF CALCULATORS WITH OTHER STUDENTS.**

### ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

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 and request an *Information Sheet* for **this** summer session, that explains how to proceed this Summer 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 if they are certified, by requesting the above mentioned Information Sheet from MATH 242.

Large print versions of the Information Sheet are available in MATH 242 upon request.

### OFFICE HOURS

All instructor's and grader's office hours are common and are open to students in either MA 152, 153, or 154. After the first week of classes, the common office hour schedule is posted on the each instructor's and grader's door, and on the course web page. You are strongly urged to go to someone's office hours if you have questions. It is the best way to get individual help.

### SECTION CHANGES AND DROPS

There are no section changes allowed during the first three days of classes. After that, until July 15, see the instructor of the section you want to enter. You will find the list of instructors for your course at the main desk in MATH 835 or on the course web page. The last day to drop a course is July 15. If you want to drop a course before then, your instructor can sign your drop form. If your instructor is not available, go to MATH 242 or MATH 835. **No section changes or drops are allowed after July 15.**

### GRADES

Homework and quizzes combined count 150 points (75 each), 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. Practice questions for the final are available online. Make-up exams will be given if there is a valid, documentable reason for missing an exam. At the end of the semester, letter grades will be determined using the total number of points obtained during the semester.

To prepare the final letter grades, the total points for each student are listed in numerical order, highest first. Then, for example, if ten students in the class receive an A on the final, approximately, the first 10 students on the list will receive an A in the course and so on down the list for the other grades.

### 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.

**WEB PAGE:** The Web page for this course is:

<http://www.math.purdue.edu/MA15300>