

MA 15400 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.

LESSON NOTES: Notes for each lesson will be found on the course web page and also sent to students via an email attachment prior to each lesson. It is recommended that students print off these notes and bring to class with them.

HOMEWORK: Homework is collected every day except before exams, in which case it will be collected the day of the exam. No early or late homework will be accepted. Two homework scores will automatically be excused. For more than two to be excused, valid, documentable reasons will have to be provided for ALL missed homework assignments.

Students are expected to work homework on loose leaf paper. For homework, students are required to copy the original problems, show necessary steps or work, and derive answers. Homework will be scored both on correct work and/or answers and completion of the assigned problems.

QUIZZES: A quiz will be given at least once a week and often twice a week. No make-up quizzes will be given. One quiz score will automatically be excused. For more than one to be excused, valid, documentable reasons will have to be provided for ALL missed quizzes.

EXAMS: There are 3 mid-terms exams given during the class period. These exams will be in MATH 175, rather than the regular classroom. There will be a 2 hour final exam during the last 3 days of the semester. Time, date, and location will be announced later in the semester.

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, that explains how to proceed this semester to get these adjustments made in Mathematics courses. There are different procedures in the summer than in the regular semesters.

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.

LATE REGISTRATION INTO THESE COURSES: Students will be allowed to enroll in these courses until June 26, 2009. If they enroll after the first midterm exam has been given, they will have to take an alternate exam in order to have a score for that midterm. If they enroll during the 3 days immediately before the first midterm, they will have the option of taking the midterm as scheduled, or an alternate exam a few days later. No student will be allowed to enroll in these courses after June 26, 2009, except under extenuating circumstances and WITH THE APPROVAL OF THE DEPARTMENT HEAD.

GRADES Homework and quizzes are worth 100 points (50 points each), each midterm exam is worth 100 points, and the final is worth 200 points. At the end of the semester, each student's course grade is calculated using his/her *total points*. The course grades are calculated as follows: Letter grade cut-offs are determined for the final exam. Your instructor determines the number of each letter grade his students earned based on their final exam scores. Your instructor then lists all of his students' total points (out of the 600 total points available), in numerical order, highest first. If five of his/her students receive an A according to the final exam, the first 5 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. Further, students within four points of a grade cut-off (based on the 600 total points available) will automatically be raised to the higher grade. Students who are between five and twelve points of a grade cut-off are considered borderline cases. If the grade obtained on the final exam is at least as good as the higher one in the borderline, the course grade will be raised with a minus; otherwise it will be the earned grade with a plus.

Prior to your course grade being available on MyPurdue, you can obtain it by emailing your instructor using your Purdue email account. Instructors cannot respond with personal information to a non-Purdue email account.

CALCULATORS: Only a single-line calculator is allowed on quizzes and exams. No other calculator will be allowed. Students are not allowed to share calculators during quizzes and exams.

OFFICE HOURS: Each instructor and his/her grader have office hours. You are strongly urged to get help during office hours if you have questions. It is the best way to get individual help. During the summer session, most students will need help outside of class time.

CHEATING: The Mathematics Department will not tolerate cheating of any sort. All cheating cases will be handled by the department or 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/MA15400>.