COURSE INFORMATION – MA 22100 and MA 22200 **Spring 2010**

HOMEWORK AND QUIZZES: Homework will be done online. The deadline for submission is 11:50 pm on the next class day after the homework was assigned. For example, homework assigned on Monday is due at 11:50 pm on Wednesday. **Late homework will not be accepted.** There will be frequent quizzes. **No make-up quizzes will be given.** Only your instructor can excuse homework and quizzes.

EXAMS: There are two in-class midterm exams, one evening midterm exam and a final exam. The two in-class midterm exams are written and graded by your instructor, with partial credit being possible. The evening midterm exam is a course-wide, multiple-choice, machine-graded exam written by the course coordinator. The final exam is a course-wide, 25-question, multiple-choice, machine-graded exam, also written by the course coordinator. **Mark these exam dates on your calendar.**

EXAM 1: **Wednesday, 3 February** (in class)
EXAM 2: **Monday, 1 March, 8:00 pm – 9:15 pm** (in WTHR 200 and MTHW 210)
EXAM 3: **Monday, 5 April** (in class)

If you have a class or exam conflict with Exam 2 or the Final, you should contact your instructor **before the exam**. You will be allowed to take an alternate exam without any penalty. If you miss any exam, contact your instructor **immediately** to explain your absence. You should be prepared to present documentation explaining your absence to your instructor. Without documentation you still may be allowed to take an alternate exam with a penalty. Only your instructor can give you permission to take any makeup exam.

GRADES: There is a total of 600 points in the course. Homeworks are worth a total of 75 points and quizzes are worth a total of 75 points. Each of the three mid-term exams counts 100 points, and the final exam counts 150 points. Since the only assessments common to all students and graded identically for all students are the two, course-wide exams (Exam 2 and the Final Exam), a normalization process based on them is used to determine the **number** of each letter grade given in an instructor's section(s). The Department decides on an A–range, B–range, C–range, etc., for the combined two exams. Each instructor then gives the same number of A's, B's, C's, etc., that his section(s) earned on the combined exams. The assignment of the letter grades is based on students' **total points** (a number between 0 and 600). For example, if in a particular section there are 8 A's, 10 B's, etc., on the two combined exams, the 8 students with the highest **total points** receive an A, the next 10 a B, and so on. If your total points is within 1–2 points of the next highest grade cut-off, your grade will be raised . If your total points is within 3–7 points of the next highest grade cut-off, your grade will be raised and a minus will be added to it. If your total points is within 8–12 points of the next highest grade cut-off, your letter grade will not be raised but a plus sign will be added.

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 you have your 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 versions of the Information Sheet are available in MATH 242 upon request.

OFFICE HOURS: Most instructors have office hours in MATH 205 (the Math Help Room). Any instructor in the Math Help Room should be able to answer your questions or direct you to

someone who can. Additionally, most instructors have office hours in their own offices. After the first week of classes, these office hour schedules are posted on each instructor's door and on the course web page. You are strongly urged to go to office hours if you have questions. It is the best way to get individual help.

SECTION CHANGES AND DROPS: During the first week of classes, section changes are made via Banner and no signatures are required. After that, until the end of the 9th week of the semester, see the instructor of the section you want to enter. The schedule of classes can be found on the Mathematics Department web page or at the main desk in MATH 835. If you want to drop a course during the first nine weeks of the semester, your instructor can sign your drop form. If your instructor is not available, go to MATH 835. **No section changes or drops are allowed after the first nine weeks of the semester.**

LAST ADD DATE The last day you can add this course is Friday, 5 February. Students adding at this time must complete alternate exam 1 by Friday, 12 February. Students are expected to keep up with the current material while studying for alternate exam 1.

MAJOR CAMPUS EMERGENCY In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructors control.

COURSE EVALUATIONS During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor using an online course evaluation form. You will be contacted by email to remind you to complete the evaluation. Your input will improve the overall level of instruction at Purdue.

COURSE WEB PAGES: http://www.math.purdue.edu/academic/courses/MA22100/ and http://www.math.purdue.edu/academic/courses/MA22200/