

## GROUND RULES, SUMMER 2010

### 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 a single or double line, **non-graphing, non-programmable**, scientific calculator is 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-Disability Resource Center as eligible for academic adjustments should go to MATH 242 with a copy of their certification letter and request a copy of the Information Sheet for their course. Certification letters should be filed during the first week of classes or as soon as students receive their letters. The course Information Sheet explains how to proceed this semester to get adjustments made in your mathematics course. It may not be the same as last semester. Only students who have been certified by the ODOS-Disability Resource Center and who have requested the DRC to send their certification letters to their instructors 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 an Information Sheet from MATH 242.

Large print copies of the Information Sheet are available from 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 14, 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 14. 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 14.**

### 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>