

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. The instructor may not have time to cover every topic in class. The summer session moves very quickly

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. You can 3-hole punch these notes and keep in a 3-ring binder.

SUPPLIES: Other than the textbook, students will need to have the following for this course: an appropriate calculator (see calculator policy), loose-leaf paper for homework and quizzes, a 3-ring binder (optional), the usual pencils and erasers, a few sheets of graph paper (optional), a 3-hole punch (optional), and a straight edge (optional).

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 or dropped. 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 **HORT 117**, 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. To prepare for the midterm exams, students should review all of the material covered by their homework assignments, quizzes, and the review problems on the exam memo. Past exams (available on the web page) 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.

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.

LATE REGISTRATION INTO THESE COURSES: Students will be allowed to enroll in these courses until June 25, 2010. 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 25, 2010, 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* out of a possible 600 points. The course grades are calculated as follows:

1. Letter grade cut-offs are determined for the final exam.
2. Your instructor determines the number of each letter grade her students earned based on the final exam scores.
3. Your instructor then lists all of her students' total points (out of the 600 total points available), in numerical order, highest first.
 - a. If five of 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.
 - b. The grades of students within 4 points of a cut-off are raised to that grade.
 - c. The grades of students from 5 to 12 points of a cut-off are raised to that grade with a minus.
 - d. The grades of students from 13 to 21 points of a grade cut-off have a plus added to their grade.
 - e. Since there is no F+, students more than 12 points from the cutoff for a D receive an F.

Prior to your course grade being available on MyPurdue, you can obtain it by seeing your instructor. Instructors cannot respond with personal information via an email account or phone.

CALCULATORS: Any one or two line non-programmable calculator is allowed on quizzes and exams. You are not allowed to use a four-line or graphing calculator. The math department recommends either the TI-30Xa or the TI-36. 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. Grade penalties will always be imposed by the Department. All cheating cases will be reported to the Dean of Students Office for disciplinary action (notification, probation, suspension, or expulsion).

WEB PAGE: The Web page for this course is <http://www.math.purdue.edu/MA15400>. The summer class does not use BlackBoard or online homework.

POSSIBLE 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 instructor's control. To receive information about changes in this course, go to the course web page, www.math.purdue.edu/MA15400, email the instructor, Charlotte Bailey baileycm@purdue.edu, or call 496-3145.