

MA 15300Y Fall 2011 Ground Rules

CLASS PERIOD

Students are expected to watch every lesson and to read the appropriate sections of the text. The instructor may not have had time to cover every topic in the videos.

HOMEWORK

All homework assignments will be completed online using WebAssign. Completing each homework assignment is certainly your best way to be prepared for quizzes and exams. **It is highly recommended that you complete all homework problems on paper and then enter solutions online.**

No make-ups will be allowed for online homework, for any reason. The four lowest scores will not be counted. To have a fifth score (or more) not counted at the end of the semester will require acceptable written justification.

EXAMS

There are three multiple-choice, machine-graded evening exams scheduled for your class this semester. The dates are as follows. (Mark them on your calendar.)

EXAM 1: Tuesday, September 20, 2011, 8:00 PM, ELLT 116

EXAM 2: Thursday, October 13, 2011, 8:00 PM, ELLT 116

EXAM 3: Tuesday, November 15, 2011, 8:00 PM, ELLT 116

Students are expected to take the exams with the regular MA15300 course.

Missing an Exam: If you miss an exam for any reason, contact the course coordinator and your instructor immediately. Make-up exams can only be approved in writing by the course coordinator, Patrick Devlin (MATH 804, 494-1918, pdevlin@purdue.edu). Make-up exams will be allowed for valid reasons. You must have documentation for missing an exam (you must have a doctor note for illness, for example). For non-valid reasons, a make-up may be allowed with a grade penalty being deducted from the student's earned score. Not knowing the right date, time or location of an exam is NOT a valid reason for missing it and will thus be imposed by a grade penalty.

20-Minute Rule: No one will be allowed to leave the exam site for the first 20 minutes of the exam. After that time, no one will be allowed to enter the exam site and take the exam. Students arriving after 20 minutes will be allowed to take the make-up exam. If they arrived late for a non-valid reason, a grade penalty will be deducted from the make-up exam score.

Make-ups will be given only once for each midterm exam, on the following dates and times:

MAKE-UP EXAM 1: Friday, September 30, 2011, 6:00-7:00 PM, Location TBA

MAKE-UP EXAM 2: Friday, October 21, 2011, 6:00-7:00 PM, Location TBA

MAKE-UP EXAM 3: Friday, November 18, 2011, 6:00-7:00 PM, Location TBA

If you miss an exam and the alternate you will have a score of 0 (zero) recorded for that exam.

To prepare for the midterm exams, students should review all of the material covered by their homework assignments, quizzes and the announced review problems. Past exams (available online) 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

The final exam is a 30-question, multiple-choice, machine-graded exam that is given during the sixteenth week of the semester. Students may get a copy of practice questions for the final online.

THE DATE AND TIME OF YOUR MATH FINAL WILL BE ANNOUNCED LATER THIS SEMESTER. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM.

QUIZZES

There will be online quizzes throughout the semester. They will be done on the same system as the online homework system. **No make-up quizzes will be given.**

CALCULATORS

Only a **one-line, scientific** calculator is allowed on exams. Make sure you take your scientific calculator to the exams. **PROCTORS WILL LOOK AT YOUR CALCULATOR TO MAKE SURE IT IS APPROPRIATE. DO NOT BRING A GRAPHING OR PROGRAMMABLE CALCULATOR.**

OFFICE HOURS

Homework and course related questions will be asked and answered via e-mail, pdevlin@purdue.edu . A response will be submitted as soon as possible. Please don't procrastinate when completing your homework and expect an answer just before it is due. Each video also answers some of the HW questions at the beginning of class. There is also a frequently asked homework question/answer section posted on Blackboard, which are worked out solutions to the textbook version of the problems online. Please utilize all of these resources to help with homework questions.

DROPS

The last day to drop a course is Wednesday, October 26. If you want to drop a course before then, discuss the procedure with your academic advisor and/or the continuing education office. **No section changes or drops are allowed after October 26.**

GRADES

Online homework is worth 100 points, online quizzes are worth 50 points, each evening exam is worth 100 points, and the final is worth 200 points. At the end of the semester, each student's final grade is calculated using his/her *total points* (650 total points are available). The final grades are calculated as follows: Course wide letter grade cut-offs are determined for the four common exams combined (500 possible points). Then, your instructor determines the number of each letter grade his students as a group earned, based on the individual totals of the four exam scores. Next, he/she lists all of his students' total points (out of the 650 total points available), in numerical order, highest first. If ten of his students receive an A according to the four-exam cut-offs, the first 10 students on the list of total points will receive an A as their final grade in the course, and so on down the list for the other grades. Students 0 to 4 points below a grade cut-off (based on the 650 total points available) will automatically be raised to the higher grade (for example, a B raised to an A). Students who are 5-12 points below a grade cut-off are automatically raised to the next higher minus grade (for example, B raised to A-). Students who are 13 to 21 points below a grade cut-off will have a plus added to their grade (for example, a B to a B+). NOTE: There is no F+ grade, so only students 5-12 points below the D cutoff will receive a D- and all others remain an F. Exam grades, as well as final letter grades, will be posted on Blackboard at the appropriate 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 also be reported to the Dean of Students Office for disciplinary action (probation, suspension, or expulsion).

• POSSIBLE CAMPUS EMERGENCIES

In the event of a major campus emergency, course requirements, exam dates, deadlines, and grading procedures are subject to change due to a revised semester calendar or other circumstances. Visit the course webpage at www.math.purdue.edu/MA15300 or contact Patrick Devlin if you have questions (MATH 804), pdevlin@purdue.edu, (765) 494-1918.

Blackboard Vista Academic Campus:

<http://www.itap.purdue.edu/tit/blackboard/index.cfm>