

Ground Rules for MA 16100, Fall 2011

Homework: There are 37 online assignments using *WebAssign*

<https://www.webassign.net/purdue/login.html>

Due dates and times are listed on the *WebAssign* "Course View." Generally, homework from the Friday and Monday lectures are due Tuesday at 11:00^{pm} and homework from the Wednesday lecture is due Thursday at 11:00^{pm}.

Transfers: If you transfer sections your *WebAssign* account will transfer also. However, it is your responsibility to notify the TA of the new section so that he/she can request to have your past scores moved over.

Late Registration: If you have not registered for the course but intend to, you should ask the TA for the section you are attending to get you a *WebAssign* account and you should start submitting the assignments. There is a two week trial period for the *WebAssign* account. After that you will have to pay the (nonrefundable) access fee.

Quizzes: There will be a quiz in every recitation class, except during the exam weeks and the 15th week (Dead Week). The quizzes will be on the material from lessons whose homework is due the previous recitation. The quiz problems will be similar to the homework problems.

Policy on Late Homework and Missed Quizzes: Late homework will not be accepted. No make-up quizzes will be given. At the end of the semester the 3 lowest homework scores and the 2 lowest quiz scores will be dropped. Students who are forced to miss class for an extended period of time should see their lecturers.

Midterm Examinations: There will be three (3), one-hour, multiple choice, midterm exams:

EXAM 1 – Tuesday, September 20	(6:30 ^{pm} - 7:30 ^{pm})
EXAM 2 – Monday, October 17	(8:00 ^{pm} - 9:00 ^{pm})
EXAM 3 – Tuesday, November 15	(8:00 ^{pm} - 9:00 ^{pm})

Final Examination: There will be a two-hour, multiple choice final during final exam week. The time and place will be announced later.

Grades: Course grades will be determined from your total score which will be computed as follows:

Homework	100 pts
Quizzes	100 pts
3 midterms @100 each	300 pts
Comprehensive Final Exam	<u>200 pts</u>
TOTAL	700 pts

Web Page for MA 16100 : <http://www.math.purdue.edu/MA161>

Check this page often for important information and announcements. There is also a detailed *Daily Calendar* for the entire semester posted.

Office Hours: <http://www.math.purdue.edu/academic/officehours>

You may attend any of these hours in the Math Help Room (MATH 205) for help with your MA 16100.

Calculators: Calculators are not allowed on exams or quizzes. It is important that you learn to do simple manipulations by hand. A few homework problems are assigned that need a graphing calculator. The goal of these problems is to help illustrate the theory and to help you understand the power (and limitations) of graphing calculators. It is recommended that you have a graphing calculator. If you do not, try using the graphing program at <http://math.hws.edu/xFunctions/>

Academic Adjustments for Students with Disabilities:

Students who have been certified by the Office of the Dean of Students Disabilities 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 the student receives his/her 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 copies of the *Information Sheet* are available from MATH 242 upon request.

Changing to a Lower Level Math Course: Students with poor performance in the early part of the semester may try to transfer into Precalculus, MA 15900. Through September 26 we will allow this without restriction. Such students should simply get the signature from their academic advisors and from Owen Davis (office: MATH 812, or if he is unavailable, send him an email message at odavis@math.purdue.edu). On or after September 27, only under extenuating circumstances will any student be allowed to register for MA 15900. They will need the authorization of the Department Head.

Important Dates:

Last day to drop a course without it being recorded: Monday, **September 5** (5:00^{pm}).

Last day to drop a course without a grade: Monday, **September 19** (5:00^{pm}).

Last day to drop a course with a passing or failing grade: Wednesday, **October 26** (5:00^{pm}).

Academic Dishonesty:

Purdue prohibits academic dishonesty. According to University policy cheating, plagiarism, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid, abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest. If found guilty of academic dishonesty, possible penalties include a failing grade, a warning, probation, probated suspension, suspension, or expulsion. For more details about the Purdue Policy on academic dishonesty see

<http://www.purdue.edu/odos/osrr/academicintegritybrochure.php>

Course and Instructor Evaluations: During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor(s). To this end, Purdue has transitioned to online course evaluations. On Monday of the 14th week of classes, you will receive an official email from evaluation administrators with a link to the online site. You will have two weeks to complete this evaluation. Your participation in this evaluation is an integral part of this course. Your feedback is vital to improving education at Purdue University. We strongly urge you to participate in the evaluation system.

Other Issues:

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. To get information about changes in this course please check frequently the course web page:

<http://www.math.purdue.edu/MA161>