- **CLASS PERIOD**

Students are expected to attend every class meeting and to read the appropriate sections of the text before coming to class. Instructors frequently *may not* have time to cover every topic in class. Refer to your textbook pages for help. **Cell phones should be turned off during class and not used. Be considerate of other students when in class. Do not talk or disturb the instructor or other students.**

- **HOMEWORK/QUIZZES**

Most homework will be done online using MyMathLab (coursecompass).   Doing your homework is your best way to be prepared for quizzes and exams. Homework is scaled to 50 points of the 600 points toward the grade. There are a few problems **in bolded print** on the assignment sheet that are to be completed by students on their own, (not online), but these problems are not usually collected. However, students are responsible for these problems and instructors have the option of occasionally collecting them.

A short quiz will be given in class **almost daily**, starting with the third class period (Friday, 01/14). Quizzes are scaled to 50 points out of 600 points toward the grade. Quizzes will be usually unannounced. Assume you have a quiz each class day, except the optional review days and during 'dead weeks. The quiz is usually over the previous class's lesson.

No make-ups will be allowed for the quizzes or online homework, for any reason. Only under unusual circumstances will an extention of a deadline for an online homework be granted.   Only the course coordinator can extend a deadline for a homework. The three lowest scores for each will not be counted. To have a fourth score (or more) not counted at the end of the semester will require **acceptable written justification for having missed all four (or more).**

Note: If you have documentation for a fourth or more excused absences, you need to see the course coordinator. Only she can excuse additional absences or quizzes. You must provide her with written justification for **all** absences. If additional excused absences or quizzes are granted, she will otify your instructor. **Excused absences may be granted for documanted illness or hospitalization, Purdue sponsored activities, death of an immediate family member or very close friend, or documented religious observances. The final decision on excused absences rests with the instructor for the first three excused absences and the course coordinator for any additional excused absences. A student who has excessive absences may not be granted additional excused absences upon request.**

- **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, February 8th, 8:00 PM, Elliott Hall of Music
        EXAM 2: Tuesday, March 8th, 8:00 PM, Elliott Hall of Music
        EXAM 3: Monday, April 18th, 8:00 PM, Elliott Hall of Music

Missing an Exam: If you miss an exam for any reason, contact the course coordinator immediately. Make-up exams can only be approved **in writing** by the course coordinator, Charlotte Bailey (MATH 802, (765) 496-3145, baileycm@purdue.edu,). Make-up exams will be allowed for valid reasons. For non-valid reasons, a make-up *may* be allowed with a *grade penalty* of 20 points 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.

Academic Conflict: If you have an academic conflict with any of the evening exams (e.g. another exam or class at the same time) you must let the course coordinator know no later than two business days) before the exam takes place. You will need to see the coordinator to arrange for a make-up (alternate exam).

Emergency: If you have an **emergency situation** that will prevent you from attending an evening exam, you must contact Charlotte Bailey **as soon as the situation allows**, preferably in person or, if necessary, by email (do not use voicemail). To aviod missing important information, the sooner you contact Charlotte, the better.

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 (alternate) exam. If they arrived late for a non-valid reason, a grade penalty will be deducted from the make-up exam score.

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

       MAKE-UP EXAM 1: Friday, February 11th, 2011, 6:00 PM
       MAKE-UP EXAM 2: Friday, March 11th,   2011, 6:00 PM
       MAKE-UP EXAM 3: Friday, April 22nd, 2011, 6:00 PM

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

For each of these evening exams there will be one class period for which attendance is not required; **however, it will not be cancelled: it will be a no-attendance-required help session for the exam**.

To prepare for the midterm exams, students should review all of the material covered by their homework assignments quizzes, and the review problems from the exam memo. 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 print a copy of the practice questions for the final online (posted later in semester on the course web page). The date, time, and location of the final exam will be announced later in the semester.

The semester ends on Saturday, May 7th AT 9:00 PM. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM.

- **CALCULATORS**

No calculators of any kind are allowed on quizzes or exams. You will need a calculator for some of the homework problems. However, as much as possible, limit the use of a calculator on homework problems. On exams and quizzes, you will have to use arithmetic involving integers, fractions, decimals, and percents.

- **SUPPLIES**

Other than the textbook and MyMathLab Student Access Kit (purchased together), students will need to have the following for this course: a 1-line scientific calculator (see above); some loose-leaf paper and graph paper for homework and/or quizzes; a 3-ring binder to store all documents (quizzes, exams, etc.) in an organized manner; the usual pencils and erasers; a 3-hole punch (optional); and a straightedge (optional).

- **OFFICE HOURS**

Any student can get help from his/her instructor during her office hours. You are strongly urged to go to office hours if you have questions. It is the best way to get individual help. Additionally, **Room MATH 205 is 'The Math Help Room'** and is open Monday-Thursday 10:30AM to 5:30PM & Friday from 10:30AM to 2:30PM.

- **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 the student receives their 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.

Your instructor (course coordinator) will need a copy of your certification accommodation letter. You will need to meet with the instructor (coordinator), Charlotte Bailey, to discuss your accommodations; if possible, during the first week of the semester. **You may not receive your full accommodations if you do not meet with her. The MA 11100 instructor and course coordinator, Charlotte Bailey, is located in MATH 802. Her phone is (765) 496-3145 and her email address is baileycm@purdue.edu.**

- **GRADES**

Daily quiz scores are scaled to 50 points, online homework is scaled to 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*. **The course letter grades at the end of the semester are calculated as follows:** (1) Course wide letter grade cut-offs are determined for the four common exams combined (500 possible points). (2) Then, your instructor determines the number of each letter grade his/her students as a group earned, based on the individual totals of the four exam scores. (3) Next, he/she lists all of the students' total points (out of the 600 total points available), in numerical order, highest first. (Those students who do not have grades on all 4 exams are not included in this list.) If eight of his/her students receive an A according to the four-exam cut-offs, the first 8 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. Students that are zero to four points below a grade cut-off (based on the 600 total points available) will automatically be raised to the higher grade. Students who are within 5 to13 points of the cut-off are considered borderline. A student who is 5 to 8 points away from a cut-off will receive the higher grade with a minus. A student who is 9 to 13 away from a cut-off will receive the earned grade with a plus. There is no F+ given and rarely is an A+ given.

Exam grades will be available from your instructor and online. You can obtain your course grade by seeing your instructor or by checking MyPurdue. GRADES CANNOT BE OBTAINED OVER THE TELEPHONE.

- **SECTION CHANGES AND DROPS**

First week of the semester: To add, drop, or change sections during the first week, go to MyPurdue or see your academic advisor.

Starting the second week of the semester: Starting the second week, students can make course and section changes by getting a form from their Academic Advisor (or in MATH 242 or MATH 835), getting their Academic Advisor's signature, and getting Charlotte Bailey's signature (MATH 802). She has scheduled the following hours to see students concerning course changes: Monday and Wednesday 2:30 – 3:30 **or** Tuesday and Thursday 10:30 – 11:30. The student then returns the form to the Registrar or the Academic Advisor's Office for processing. **There is only the one section of MA 11100 this semester.** Thursday, February 10th is the last day to add the class.

If you want to drop (withdraw) a course during the first nine weeks of the semester, Charlotte Bailey (MATH 802) can sign your drop form. If she is not available, go to MATH 835. No drops (withdrawals) are allowed after Monday, March 21st. Note: This is the Monday immediately after Spring Break.

- **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 course web page is www.math.purdue.edu/MA11100. You will find course information (including the class schedule, assignment list, and ground rules), exam information, office hour information, class documents, old exams, lesson notes, and class coordinator information.

- **COURSE/CLASS EVALUATIONS**

During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor. To this end, Purdue has transitioned to online course evaluations. On Monday of the fifteenth week of classes, you will receive an official email from evaluation administrators with a link to the online evaluation 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. You are strongly encouraged to participate in this evaluation process.

- **CAMPUS EMERGENCY**

In the event of a major campus emergency; course requirements, deadlines, and grading are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's or coordinator's control. Any major changes in the course will be found on the course web page (www.math.purdue.edu/MA11100), announced in class, or described in an email from the course coordinator.

Note: Students enrolled in this class should check their official Purdue (@purdue.edu) email regularly. Any messages from the instructor or course coordinator is sent to that email address only.