**GROUND RULES, SUMMER 2011**

**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**

Lessons 1-21 are to be completed using the online homework system and is automatically graded and scored. Lessons 22-24 are on paper and pencil. Lessons 25-28 will be online. Lesson 29 will be on paper and pencil. Lessons 30-35 will be online. Lessons 36-40 will be on paper and pencil. Four of your lowest online homework scores will be automatically excused. Odd answers in the text and even answers available the course webpage.

**CALCULATORS**

Only **one-line**, **non-graphing, non-programmable**, scientific calculators are 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. Questions should be submitted using malloye@math.purdue.edu. Answers will be submitted as soon as possible. Please don’t procrastinate your homework and expect an answer just before it is due. **A brief description of what you have tried must accompany EVERY homework question you ask.** Each video also answers some of the HW questions at the beginning of class.

**DROPS**

The last day to drop a course is Wednesday, July 13. If you want to drop a course before then, discuss your intention with the distance learning office. Discuss the procedure with your academic advisor.  **No section changes or drops are allowed after July 13.**

**GRADES**

Online homework is worth 100 points, each exam during the semester counts 100 points, and the final counts 200 points. The total points possible for the semester are 600. The final is a 30-question multiple choice machine graded exam. Previous semester midterms and practice questions for the final are available from the Blackboard home page.

At the end of the semester, each student’s final grade is calculated using his/her *total points*. The final grades are calculated as follows: The total points for all your instructor’s students are listed in numerical order, highest first. Then, your instructor uses the composite score of the 4 common exams to determine cut-offs for letter grades as follows: if ten of your instructor’s students receive an A on the composite score, (approximately) the first 10 students on the list of total scores will receive an A as final grade in the course, and so on down the list for the other grades. However, those students who do not take the final exam are not included in the preceding list. Students 0 to 4 points below a grade cut-off (based on the 600 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 scores and final letter grades will be available on Blackboard at the appropriate times during the semester.

**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.

**Blackboard Vista Open Campus:**

http://www.itap.purdue.edu/tlt/blackboard/