

GROUND RULES FOR MA15300Y, SUMMER 2011

INSTRUCTOR

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Course webpage: www.math.purdue.edu/MA15300Y

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

Online assignments are to be completed through www.webassign.net/purdue/login.html - instructions on signing up and paying for this service are available on the course webpage and through Blackboard.

Lessons 1-16 are to be completed using the online homework system WebAssign and are automatically graded and scored. Lessons 17-18 are on paper and pencil. Lessons 19-21 will be online. Lesson 22 will be on paper and pencil. Lessons 23-26 will be online. Lessons 27-29 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 on the course webpage.

Homework will be made available on Mondays for the entire week of lessons, and will be due at 11:55pm the class day after the lesson is scheduled. This extra time is designed for you to be able to watch the video or PowerPoint lesson on schedule, then take a day or so to work on the homework, and so that you have time to get any help that you need if you are having trouble with the assignment. Please do your best to keep to this schedule – waiting until the last minute to work on your homework will be detrimental to your grade, and will likely ensure that you don't have time to get the help you might need.

Multiple Choice Problems: Please notice that you will be given unlimited submissions for each problem, as a way of allowing you to work out the problems until you get it right. However, to avoid simple guessing, there will be a penalty for too many answers on any multiple choice problems: for a problem with only two choices, the second submission will only be worth half credit; for problems with at least three choices, the first two submissions will be worth full credit, and there will be a deduction for each submission thereafter.

EXAMS

You will be responsible for taking three exams and a final during the course of the semester.

Exam 1 – between 5:00pm on 6/22/11 and 5:00pm on 6/24/11

Exam 2 – between 5:00pm on 7/10/11 and 5:00pm on 7/12/11

Exam 3 – between 5:00pm on 7/24/11 and 5:00pm on 7/26/11

Final Exam – exact window to be announced when the final exam schedule is set; the two-day window will fall between 8/2/11 and 8/6/11.

To do this, you will have two options:

1. If you are on the Purdue West Lafayette campus for the summer or don't mind traveling back, you may take the exams in the Distance Learning Office (STEW G59) by making an appointment at least three business days in advance on their website, www.distance.purdue.edu. Your appointment must be within the two-day window given for each exam.
2. If you are not able to come to campus, you will need to find an appropriate proctor and fill out a Proctor Approval Form, to be sent me via or fax for approval. Once you have received approval for your proctor and testing location from me, you need to schedule the exam with your proctor during the two-day window given for that test, and the test must be returned to me via email or fax by the end of the two-day window given. **Tests received late will not be accepted.**

Whichever method you choose, **you are strongly encouraged to begin the approval and/or scheduling process ASAP** in order to avoid any last minute problems, since late tests will not be accepted on account of poor planning.

Should you be unable to schedule an exam during the correct window (e.g. you are ill or have a scheduled surgery), please let me know as soon as you know you will miss the window. In the event of a valid documented excuse, you will be allowed a make-up window. If do not have a valid documented excuse, you will not be given a make-up exam.

CALCULATORS

Only **one- or two-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/>