

MA 15300 Spring 2012 Ground Rules

- **COURSE WEBPAGE**

There are many useful resources available on the course website www.math.purdue.edu/ma153. Check the course website frequently for new materials and ALWAYS visit the course website before requesting information from your instructor or the course coordinator (what you are requesting may already be available on the website).

- **CLASS PERIOD**

Students are expected to attend every class meeting and to read the appropriate sections of the text before coming to class. Your instructor may not have time to cover every topic in class, but it is still your responsibility to learn these topics. Students are encouraged to take advantage of the supplemental videos and PowerPoint presentations covering each lesson. These resources are provided on the MA 15300 website, www.math.purdue.edu/ma153.

- **HOMEWORK**

There will be 40 homework assignments during the course of the semester. All homework assignments will be completed online using WebAssign. Students should visit the course website (www.math.purdue.edu/ma153) and use the WebAssign Intro link under Online Homework to get started. All students are allowed a two-week grace period during which no payment is required. Generally, assignments will be due 12 hours after the start of the next class period. Students will have 100 attempts to correctly answer each homework problem, so there should be no reason why a student would not receive 100% on each homework assignment. Also, a 10% bonus is given for problems successfully completed before the beginning of the next class period, so students will have the opportunity to exceed 100% on each homework assignment (check WebAssign for all due dates and times). Completing each homework assignment **BEFORE** the next class period is certainly your best way to be prepared for quizzes and exams.

It is highly recommended that students use the web browser Mozilla Firefox when working on WebAssign. It is also highly recommended that students complete all homework problems on paper before entering their final answers on WebAssign.

Late homework assignments will not be accepted and there are no make-up assignments. At the end of the semester, each student's four lowest homework scores will be dropped.

- **QUIZZES (DAILY SCORE)**

A daily score will be given almost every class, starting with the third class (Friday, 1/13/12). The daily score will be a short quiz, usually covering the lesson from the previous class. It is important to complete each assignment **BEFORE** the next class to be prepared for these quizzes.

No make-up quizzes will be allowed for any reason and students may not take any quizzes early. At the end of the semester, each student's four lowest quiz scores will be dropped. To have a fifth score (or more) dropped will require **acceptable written justification**.

The purpose of the dropped quizzes and homework assignments is not to boost your grade, but rather to provide flexibility in the event that personal situations might arise that prevent you from completing an assignment or quiz. **USE YOUR DROPS WISELY.**

- **EXAMS**

There are three multiple-choice, machine-graded evening exams scheduled. The dates are as follows (**mark them on your calendar**).

EXAM 1: Thursday, February 2 at 8:00 PM in the ELLIOT HALL OF MUSIC

EXAM 2: Tuesday, February 28 at 8:00 PM in the ELLIOT HALL OF MUSIC

EXAM 3: Thursday, April 5 at 6:30 PM in the ELLIOT HALL OF MUSIC

If a student misses an exam for any reason, they should contact the course coordinator and their instructor immediately to schedule a make-up exam; 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, provided you have acceptable documentation for missing an exam (a doctor's note, for example). For non-valid reasons, a make-up *may* be allowed, however a grade penalty will be assessed to the student's earned score. Not knowing the correct date, time or location of an exam are NOT valid reasons for missing an exam.

No one is allowed to leave the exam site for the first 20 minutes of an 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; however, if they arrived late for a non-valid reason, a grade penalty will be assessed to the make-up exam score.

Make-ups will only be given once for each midterm exam. The following are the make-up exam dates and times:

MAKE-UP EXAM 1: Friday, February 10, 6:00-7:00 PM, Location TBA

MAKE-UP EXAM 2: Friday, March 2, 6:00-7:00 PM, Location TBA

MAKE-UP EXAM 3: Friday, April 13, 6:00-7:00 PM, Location TBA

If you miss an exam and the make-up, you will receive a zero for that exam. NO EXAMS WILL BE DROPPED OR REPLACED.

For each evening exam there will be one class period for which attendance is not required. However, class **will not be cancelled; it will be an attendance optional help session for the exam.**

To prepare for midterm exams, students should review all of the material covered by their homework assignments and quizzes, and they should also go over all the announced review problems. Past exams (available on the course website) 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. Exam grades will be available online using a link from the course website (www.math.purdue.edu/ma153) and your career account login.

The final exam is a 30-question multiple-choice, machine-graded exam that is given during the sixteenth week of the semester. A practice final exam will be available on the course website (www.math.purdue.edu/ma153) after the third semester exam. Unlike semester exams, past final exams will **NOT** be made available to students.

THE DATE AND TIME OF THE FINAL EXAM WILL BE ANNOUNCED LATER THIS SEMESTER. NO ALTERNATE WILL BE ALLOWED FOR THE FINAL EXAM AND STUDENT'S WILL NOT BE ALLOWED TO TAKE THE FINAL EXAM EARLY. PLAN TO BE ON CAMPUS TO TAKE THE FINAL EXAM.

- **CALCULATORS**

A scientific calculator is required for this course. You may use **ONLY** a one-line, non-programmable, scientific calculator on quizzes and exams (the TI-30XA is strongly recommended). No substitutes, such as two-line calculators, graphing calculators, cell phones, or iPods may be used during quizzes or exams. Students will **NOT** be allowed to share calculators on quizzes or exams. A list of acceptable calculators is available at <https://www.math.purdue.edu/academic/files/courses/2012spring/MA15300/CalculatorPolicy.pdf>

- **OFFICE HOURS**

Most instructors hold common office hours in MATH 205. After the first week of classes, the office hour schedule will be available on the course website (www.math.purdue.edu/ma153), as well as being posted on each instructor's door. You are strongly urged to go to office hours if you have questions; it is the best way to get individual help.

- **ACADEMIC ADJUSTMENTS**

Students who have been certified by the Office of the Dean of Students-Adaptive Programs as being 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 to have these adjustments made in their mathematics courses. **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-Adaptive Programs 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.

- **GRADES**

In class work (quizzes) are worth 100 points, online homework is worth 50 points, each evening exam is worth 100 points, and the final exam 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/her students as a group earned, based on the individual totals of the four exam scores. Next, he/she lists all of his student's total points (out of the 650 total points available), in numerical order from highest to lowest. 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 to 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 who are 5 to 12 points below the D cutoff will receive a D- and all others remain an F.

Students can only obtain their final letter grade by using the MyPurdue system. Final course letter grades will not be available in the WebAssign gradebook. GRADES CANNOT BE OBTAINED VIA EMAIL OR OVER THE TELEPHONE.

- **SECTION CHANGES AND DROPS**

****First week of the semester:** go to MyPurdue or see your academic advisor to add the class or change sections.

****After the first week of classes:** students make course and section changes by getting Form 23 (Schedule Revision Request) from their academic advisor, getting their academic advisor's signature, and visiting the course coordinator (Patrick Devlin) in MATH 804 during office hours (9:30am to 11:30am, Monday through Friday). Completed forms are taken to the Registrar's Office in Hovde Hall. **Make sure that you are registered in the section you attend; you will have zeros recorded as your quiz and exam grades if you do not.**

If you want to drop a course during the first nine weeks of the semester, you must see the course coordinator (MATH 804). If he is not available, go to MATH 835. **No section changes or drops are allowed after the first nine weeks of the semester; the last day is Monday, March 19.**

- **CHANGING TO A LOWER MATH COURSE**

Students who do poorly on the first exam are allowed to drop back into a lower level course (MA15200) through February 9 WITHOUT RESTRICTION. Such students should simply get their academic advisor's signature and visit the MA15200 course coordinator (Charlotte Bailey) in her office (MATH 802) during office hours. **After February 9, only under extenuating circumstances will any student be allowed to drop back to a lower level course.** Such students should contact their academic advisors for possible alternatives, such as dropping the course.

- **CHEATING**

The Mathematics Department will not tolerate cheating of any sort. Grade penalties will always be imposed by the Department, and all cheating cases will also be reported to the Office of the Dean of Students 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 website (www.math.purdue.edu/ma153) or contact the course coordinator if you have questions (MATH 804, pdevlin@purdue.edu, (765) 494-1918).

- **COURSE EVALUATIONS**

During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor. Purdue University has transitioned to online course evaluations. On Monday of the fifteenth week of classes (April 23), you will receive an official email from the evaluation administrators with a link to the online evaluation site. You will have two weeks to complete this evaluation. Your participation in the evaluation is an integral part of this course. Your feedback is vital to improving education at Purdue University and you are strongly urged to participate in the evaluation system.

- **UNIVERSITY GRIEF POLICY**

In the unfortunate event of the loss of a loved one, students should contact the Office of the Dean of Students to request that a notice of his or her leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the ODOS. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. If the student is not satisfied with the implementation of this policy by a faculty member, he or she is encouraged to contact the Department Head and if necessary, the ODOS, for further review of his or her case. In a case where grades are negatively affected, the student may follow the established grade appeals process.