GROUND RULES, SUMMER 2012

Welcome to Math 15300, College Algebra. Every effort will be made to help you understand the material and succeed in this course.

CLASS PERIOD
Students are expected to attend every class session. Two homework assignments and two quizzes will be automatically excused for each student. This allows for most situations that arise necessitating absence from class. Should you have a medical or serious reason to miss more than two class sessions, please contact the instructor privately and allowances can be made. Homework cannot be turned in early or late and quizzes can only be taken by those present in class.

HOMEWORK
Homework assignments will be collected during the class period after the lesson. Papers will be hand-graded. Only a select few problems will be graded on each assignment. Assume that you are communicating with the grader and so make your work legible and easy to follow. Showing the steps you use in the process is important.

QUIZZES
Quizzes will be given frequently for a total of 12 for the summer session.

CALCULATORS
Only **one-line**, **non-graphing, non-programmable**, scientific calculators are allowed on quizzes and exams. Make sure you take your scientific calculator to the exams. DO NOT BRING A GRAPHING OR PROGRAMMABLE CALCULATOR. Note that sharing of calculators is not allowed.

OFFICE HOURS
 All instructor's and grader's office hours are common and are open to students in either MA 15200, 15300, or 15400. The schedule is posted on the web page and on each instructor's and grader's door. Please <u>do</u> come to office hours. It is the best way for you to have individual questions answered.

DROPS
The last day to drop a course is Wednesday, July 11th. Discuss the procedure with your academic advisor.

GRADES
Homework is worth 75 points, quizzes are worth 75 points, each exam during the semester counts 100 points, and the final counts 200 points. The total points possible for the semester are 650. The final is a 30-question multiple choice machine graded exam. Previous semester midterms and practice questions for the final are available on the web 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 650 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.

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.

WEB PAGE: The web page for this course is: http://www.math.purdue.edu/MA15300