

MA 15300Y Summer 2012 Ground Rules

• COURSE WEBSITE

The course website is www.math.purdue.edu/ma153y. Check the course website frequently for new materials and ALWAYS visit the course website before requesting information from the course coordinator (what you are requesting may already be available on the website).

• CLASS PERIOD

Students should schedule time every day to work on this course, just as they would a traditional classroom course. Students should be sure they have enough time to watch videos, complete outlines, review PowerPoint presentations, complete online homework, and review for exams. Students are expected to watch every video lesson and review each PowerPoint presentation covering each lesson. Students should also complete the PDF outline available with each video lesson. These resources are available on the Schedule at www.math.purdue.edu/ma153y.

• 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/ma153y) 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. 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 12 hours before the due date, 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 is certainly your best way to be prepared for the 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.

The purpose of the dropped 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. **USE YOUR DROPS WISELY.**

• EXAMS

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

EXAM 1: Friday, June 22 at Noon in Wetherill 172

EXAM 2: Monday, July 9 at Noon in Wetherill 172

EXAM 3: Friday, July 20 at Noon in Wetherill 172

Those students on (or near) the West Lafayette campus are required to attend these exams and the final exam (more info on this later). Off-campus students need to complete the Proctor Form and send it to the course coordinator (Patrick Devlin, pdevlin@purdue.edu) immediately to arrange for a proctor.

If a student misses an exam for any reason, they should contact the course coordinator (Patrick Devlin, pdevlin@purdue.edu) immediately to schedule a make-up exam; make-up exams can only be approved **in writing** by the course coordinator. 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.

NO EXAMS WILL BE DROPPED.

To prepare for midterm exams, students should review all of the material covered by their homework assignments, 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 at WebAssign.

The final exam is a 30-question multiple-choice, machine-graded exam that is given between August 1 and August 3 (exact date/time/location will be announced later). A practice final exam will be available on the course website (www.math.purdue.edu/ma153y) 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.

• CALCULATORS

A scientific calculator is required for this course. You may use **ONLY** a TI-30XA when taking exams. No substitutes, such as two-line calculators, graphing calculators, cell phones, or iPods may be used during exams. Students will **NOT** be allowed to share calculators on exams.

• 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.

• SECTION CHANGES AND DROPS

****First week of the semester:** go to MyPurdue or see your academic advisor to make course and section changes.

****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 (9:00am to 11:00am, Monday through Friday). Completed forms are taken to the Registrar's Office in Hovde Hall.

The last day to drop is Wednesday, July 11.

• GRADES

Online homework is worth 100 points, each regular semester 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 (600 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 600 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 obtain their final letter grade ONLY 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.

• **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/ma153y) or contact the course coordinator if you have questions (MATH 804, pdevlin@purdue.edu, (765) 494-1918).

• **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.