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1. Students are expected to attend every class meeting.
2. Students are expected to read the appropriate sections of the text, or watch the recorded lesson in Blackboard, before or after attending class.
3. Students are expected to complete homework assignments before attending the next class.
4. Students are expected to attend instructor office hours on a regular basis if necessary.

**Homework:** Homework will be completed and graded online in WebAssign. The assignment sheet contains the list of book problems on which your actual graded homework problems are based. Each assignment has to be completed by 10:00 PM EDT on the day listed on the pull down menu. All homework assignments will be graded on a 20 point scale. There is a 10% bonus for **most** assignments that are completed 14 hours early. The two lowest homework scores will not be counted. To have more than two homework scores not counted will require acceptable justification for all missed assignments.

**Quizzes:** A quiz will be given at least twice a week, starting with Quiz #1 on Wednesday, January 9<sup>th</sup>. There will be no quizzes the last week of the semester. No make-up quizzes will be given. The two lowest quiz grades will not be counted. To have more than two quiz grades not counted will require acceptable justification for all missed quizzes. You do not get to skip two and then start bringing in excuses. You will be allowed to work with other students; however, you must turn in your own quiz. **If you are caught turning in a quiz for a student, that is not in attendance, you will lose all of your quiz points for the semester and a report will be sent to the Dean of Students.** There will be a quiz on the Friday before the Spring Break. Please plan accordingly.

**Exams:** There are three, 60-minute, multiple-choice evening exams scheduled this semester.

**Warning: Exam 2 is the Thursday before Spring Break!**

**Exam 1:** Thursday, February 7<sup>th</sup>, 6:30 pm, Elliot Hall of Music, covers Lessons 1-12

**Exam 2:** Thursday, March 7<sup>th</sup>, 6:30 pm, Elliot Hall of Music, covers Lessons 13-23

**Exam 3:** Thursday, April 11<sup>th</sup>, 6:30 pm, Elliot Hall of Music, covers Lessons 24-34

**Missing an Exam:** If you miss an exam for any reason, contact the course coordinator, Tim Delworth, immediately. Make-up exams can only be approved in writing by Tim Delworth (MATH 814, delworth@math.purdue.edu). Make-up exams will be allowed for valid reasons with *no grade penalty*. For non-valid reasons, a make-up *may* be allowed with a *grade penalty* of 20 points being deducted from the student's earned score. Not knowing the right date, time or location of an exam is NOT a valid reason. The sooner you contact Mr. Delworth the better.

**Academic Conflict:** If you have an academic conflict with an evening exam (another exam or class at the same time) you must let the Tim Delworth know no later than two business days before the exam takes place.

**Emergency:** If you have an emergency situation that will prevent you from attending an evening exam you must contact the course coordinator as soon as possible. If you wait too long to make contact, options are limited.

**20-Minute Rule:** No one is allowed to leave the exam site for the first 20 minutes of the exam. After that time, no one is allowed to enter the exam site and take the exam. Students arriving after 20 minutes will be allowed to take the make-up exam. If they arrived late for a non-valid reason, a grade penalty of 20 points will be deducted from the make-up exam score. If you miss the exam and the make-up exam, you will receive a score of 0 for that exam.

**Make-up Exams:** Make-up exams will be given only once for each midterm exam, on the following dates and times:

MAKE-UP EXAM 1: Friday, February 15<sup>th</sup>, starting at 6:00 pm, Location TBA

MAKE-UP EXAM 2: Tuesday, March 19<sup>th</sup>, starting at 6:00 pm, Location TBA

MAKE-UP EXAM 3: Friday, April 19<sup>th</sup>, starting at 6:00 pm, Location TBA

The class period before each evening exam is an optional help session. There will be no quiz, or new material presented, during this class. You are encouraged to attend; however, that is your choice.

To prepare for the midterm exams, students should review all of the material covered by their homework assignments, quizzes and the announced review problems. Past exams 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.

**Final Exam:** The Final Exam is a 30-question, multiple-choice exam, given during finals week. The Final Exam covers all the lessons evenly, and does not emphasize the material after Exam 3 over the previous material. A practice final exam will be available online. The Final Exam can be assigned as late as Saturday, May 4<sup>th</sup>. Please do not make plans to leave campus until your finals week schedule is finalized. Early finals will not be given to accommodate travel plans.

**Calculators:** A one-line, [TI-30XA scientific calculator](#), is the only calculator allowed on quizzes and exams. No other calculator is allowed.

**Office Hours:**

Mr. Delworth is available in MATH 814, MTWF from 11:00 am to noon and 1:00 pm to 2:00 pm. On

Thursdays, he is only available from 11:00 am to noon. Everyone is invited to receive extra help.

Math Help Room: MATH 205 is open MTWR 10:30 to 5:30 and Friday 10:30 to 2:30.

**Academic Adjustments:** The Department of Mathematics offers alternative testing environments for students who are registered with the Disability Resource Center. Students who need accommodations must deliver a copy of their Accommodation Notification Memorandum to the Undergraduate Services Office (MATH 242) and request an information sheet for their course. Memorandums should be delivered to the Undergraduate Services Office (MATH 242) within one week of receipt from the Disability Resource Center. The Information Sheet explains the process for receiving exam accommodations for your mathematics course. Enlarged copies of the information sheets are available upon request. Students currently undergoing evaluation through the Disability Resource Center should also request an information sheet from the Undergraduate Services Office (MATH242).

**Grades:** Homework and quizzes are worth 50 points each, each evening exam is worth 100 points, and the final is worth 200 points, for a total of 600 points. Student course grades are calculated as follows:

1. Letter grade cut-offs are determined by the course coordinator for the four common exams (500 points possible)
2. Each instructor determines the number of each letter grade his students earned based on their four exam scores.
3. Each instructor then lists students in numerical order, from highest to lowest, using the 600 total points possible.
  - a. If ten students receive an A, according to the four-exam cut-offs, the first 10 students, on the list of total points, receive an A as their course final grade, and so on down the list for the other grades. The score of the last student for each grade is the cut-off score for that grade.
  - b. The grades of students within 4 points of a cut-off are raised to that grade.
  - c. The grades of students between 5 and 12 points of a cut-off are raised to that grade with a minus.
  - d. The grades of students between 13 and 21 points of a grade cut-off have a plus added to their grade.

For example: Students within 4 points of the cutoff for an A receive an A. Students between 5 and 12 points of the cutoff for an A, receive an A-. Students between 13 and 21 points of the cutoff for an A, receive a B+. Since there is no F+, students more than 12 points from the cutoff for a D receive an F.

**Changing Sections or Adding the Course:**

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

**Starting the second week of the semester:** See Tim Delworth in Math 814 during his office hours (see above) If you have a conflict with these hours, email [delworth@math.purdue.edu](mailto:delworth@math.purdue.edu).

**Starting the second week of the semester,** Tim Delworth is the only person authorized to sign add forms or a section change forms for MA 15400.

**The last day** to change sections is Monday, March 18<sup>th</sup>.

Make sure that you are sitting in the section that you are registered to attend. Zeros will be recorded for all scores if you are attending the wrong section.

**Dropping the Course:** Tim Delworth, MATH 814, or the person behind the desk in Math 835, can sign drop forms. The last day to drop the class is Monday, March 18<sup>th</sup>. The Math Department assigns a W, not a WF, for all drops up to the last day to drop a class.

**Changing to a lower math course:**

Students are allowed to drop back into MA 15300 through Thursday, February 14<sup>th</sup>, by obtaining a signature from Patrick Devlin, MATH 804. You must obtain his signature by 4:00 pm on Thursday, February 14<sup>th</sup>. After this time, only under extenuating circumstances, and with the authorization of the Mathematics Department Head, will students be allowed to register for MA 15300.

**Cheating:** The Mathematics Department does not ignore or tolerate cheating. Grade penalties are always imposed and all cheating cases are reported to the Dean of Students Office for disciplinary action (probation, suspension, or expulsion). **If you are caught turning in a quiz for a student, that is not in attendance, you will lose all of your quiz points for the semester and a report will be sent to the Dean of Students.**

**Commitment to Diversity:**

In this course, each voice in the classroom has something of value to contribute. Please take care to respect the different experiences, beliefs and values expressed by students and staff involved in this course. We support Purdue's commitment to diversity, and welcome individuals of all ages, backgrounds, citizenships, disabilities, education, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experience, political views, races, religions, sexual orientations, socioeconomic statuses, and work experiences (see [www.purdue.edu/diversity-inclusion](http://www.purdue.edu/diversity-inclusion)).

**POSSIBLE CAMPUS EMERGENCY**

In the event of a major campus emergency, course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. To receive information about changes in this course, go to the course web page, [math.purdue.edu/MA15400](http://math.purdue.edu/MA15400), email the Course Coordinator, Tim Delworth [delworth@math.purdue.edu](mailto:delworth@math.purdue.edu), or call 494-7914.

**THE SEMESTER ENDS ON SATURDAY, MAY 4<sup>TH</sup> AT 9:00 PM. THE DATE AND TIME OF YOUR MATH FINAL WILL BE ANNOUNCED LATER THIS SEMESTER. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM.**