MA 15300 Fall 2014 Syllabus

- **TEXTBOOK**

The textbook for the course is the Classic Twelfth Edition of Algebra and Trigonometry with Analytic Geometry by Swokowski / Cole, published by Brooks / Cole (2010).

- **COURSE WEBSITE**

There are many useful resources available on the MA 15300 website at www.math.purdue.edu/ma153. Be sure to bookmark the website, check it 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 textbook 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 under "Resources".

- **HOMEWORK**

There will be 39 homework assignments during the course of the semester. All homework assignments will be completed online using WebAssign. Students should visit the MA 15300 website 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 6 hours after the start of the next class period, **EXCEPT ON EXAM DAYS**. 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**

A quiz will be given almost every class, starting with the second class (Wednesday, August 27). The quiz will usually cover the lesson from the previous class. It is important to complete each homework assignment **BEFORE** the next class to be prepared for these quizzes.

ANY STUDENT CAUGHT CHEATING ON A QUIZ WILL LOSE ALL THEIR QUIZ POINTS FOR THE ENTIRE SEMESTER (THIS IS THE EQUIVALENT OF RECEIVING A ZERO ON AN EXAM).

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. No additional quizzes will be dropped. If you feel you have a valid reason for additional drops, visit the course coordinator's office hours and bring 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 unforeseen circumstances might arise that prevent you from completing an assignment or quiz.

- **EXAMS**

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

Exam 1: Monday, September 29 at 8:00pm in the Elliott Hall of Music
Exam 2: Wednesday, October 22 at 8:00pm in the Elliott Hall of Music
Exam 3: Wednesday, November 19 at 8:00pm in the Elliott Hall of Music

If a student misses an exam for any reason, they should contact the course coordinator immediately; make-up exams can only be approved **in writing** by the course coordinator (Patrick Devlin, MATH 804, 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 *may* 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, October 3 from 6:00 to 7:00 PM, Location TBA
MAKE-UP EXAM 2: Friday, October 24 from 6:00 to 7:00 PM, Location TBA
MAKE-UP EXAM 3: Friday, November 21 from 6:00 to 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.

The final exam is a 30-question multiple-choice, machine-graded exam that is given during the sixteenth week of the semester. The date and time of the final exam will be announced later this semester. **STUDENT'S WILL NOT BE ALLOWED TO TAKE THE FINAL EXAM EARLY; PLAN TO BE ON-CAMPUS UNTIL THE END OF FINALS WEEK**

- **CALCULATORS**

A TI-30Xa scientific calculator is required for this course, and will be the **ONLY** calculator allowed on quizzes and exams. Nothing else is allowed, and students will NOT be allowed to share calculators.

- **OFFICE HOURS**

Most instructors hold common office hours in MATH 211. After the first week of classes, the office hours schedule will be available on the MA 15300 website. You are strongly urged to go to office hours if you have questions; it is the best way to get individual help. Also, all MA 15300 student are welcome to attend the course coordinator's office hours, which are listed on the MA 15300 website.

- **SUPPLEMENTAL INSTRUCTION**

There are Supplemental Instruction (SI) study sessions available for this course. These study groups are open to anyone enrolled in this course who would like to stay current with the course material and understand the material better. Attendance at these sessions is voluntary, but extremely beneficial for those who attend weekly. Times and locations for the study session can be found here: www.purdue.edu/si or the free app: www.purdue.edu/boilerguide Students who attend these interactive sessions will find themselves working with peers as they compare notes, demonstrate and discuss pertinent problems and concepts, and share study and test-taking strategies. Students are asked to arrive with their student ID card, lecture notes and questions to these informal, peer-led study sessions.

- **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

If you have been certified by the Disability Resource Center (DRC) as eligible for academic adjustments on exams or quizzes, see www.math.purdue.edu/ada for exam and quiz procedures for your mathematics course, or go to MATH 242 for paper copies.

In the event that you are waiting to be certified by the Disability Resource Center we encourage you to review our procedures prior to being certified.

For all in-class accommodations, please meet with your instructor outside of class during office hours. Be sure to bring your Accommodation Memorandum for the current semester. This meeting needs to take place as early in the semester as possible. If your instructor does not have office hours, email them to set-up an appointment.

- **GRADES**

Point Distribution:
Homework will be worth 50 points
Quizzes will be worth 50 points
Exams will be worth 100 points each
Final Exam will be worth 200 points

Final overall course grades will be determined using the following grading scale by taking the total number points earned for each student, divided by the total number of points possible (600).

Grading Scale:

90% to 100% is an A	88% and 89% are an A-
80% to 87% is a B	78% and 79% are a B-
65% to 77% is a C	63% and 64% are a C-
50% to 62% is a D	There is no D-
0% to 49% is an F	

Students can only obtain their final letter grade by using the MyPurdue system. Final course letter grades will not be available anywhere else. 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 in MATH 804 during office hours (check the MA 15300 website for office hours). 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 are not.**

No section changes or drops are allowed after the first nine weeks of the semester; the last day is Wednesday, October 29.

- **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 MA 15300 website or contact the course coordinator if you have questions (MATH 804, pdevlin@purdue.edu).

EMERGENCY NOTIFICATION PROCEDURES are based on a simple concept – if you hear a fire alarm inside, proceed outside. If you hear a siren outside, proceed inside.

Indoor Fire Alarms mean to stop class or research and immediately evacuate the building. o Proceed to your Emergency Assembly Area away from building doors. Remain outside until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

All Hazards Outdoor Emergency Warning Sirens mean to immediately seek shelter (Shelter in Place) in a safe location within the closest building. o "Shelter in place" means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, a civil disturbance including a shooting or release of hazardous materials in the outside air. Once safely inside, find out more details about the emergency*. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

For more information on Emergency Preparedness at Purdue University, please visit www.purdue.edu/ehps/emergency_preparedness/.

- **COURSE EVALUATIONS**

During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor. On Monday of the fifteenth week of classes, 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.