

HOMEWORK AND QUIZZES: Homework completed on paper **may** be collected. (Paper homework includes the problems on the assignment sheet in bold print.) Late homework will not be accepted. Paper homework may be counted as a quiz score. The remaining homework problems are completed using MyMathLab from Pearson education. When you purchase a new textbook, an access code to register for MyMathLab is included in the package. If you purchase a used textbook, you will have to purchase a MyMathLab student access kit or purchase MyMathLab online using a credit card. If you have used MyMathLab in the previous semester (with our current textbook), you do not need to purchase another text or code for MyMathLab. You will be given directions how to create a **new** MyMathLab section for this semester. To have an online homework assignment deadline extended for an individual student: The student must provide documentation of the absence to the course coordinator. The coordinator will only consider extending a homework deadline for an individual student for reasonable absences. Extending an individual deadline is not done frequently.

There will be frequent in-class quizzes. No make-up quizzes will be allowed. Only your instructor can excuse paper homework or quizzes for reasonable absences. Your instructor may ask you to provide documentation for a reasonable absence. Requests to have paper homework or quizzes excused **must be made at the time of your absence.** No consideration will be given to requests made after that time.

EXAMS: There are three evening midterm exams and a final exam. The three evening midterm exams are course-wide, multiple-choice, machine-graded exams written by the course coordinator, with possible help from any TA or lecturer instructors. The final exam is a course-wide, comprehensive, 25-question, multiple-choice, machine-graded exam, also written by the course coordinator using math department guidelines.

The dates of the evening midterm exams are as follows. **(Mark them on your calendar.)**

Exam 1: Thursday, February 13th, 8:00 – 9:15 PM, Location TBA

Exam 2: Thursday, March 6th, 8:00 – 9:15 PM, Location TBA

Exam 3: Thursday, April 17th, 8:00 – 9:15 PM, Elliott Hall of Music

Final Exam: date, time, and location to be announced

If you have a class, lab, or **exam conflict with midterm exams or the Final**, you should contact your instructor or the course coordinator **before the exam.** You will be allowed to make up the exam without grade penalty for reasonable conflicts (as determined by your instructor and/or the course coordinator).

If you miss any exam, contact your instructor and/or the course coordinator **immediately** to explain your absence. You should be prepared to present documentation about your absence to your instructor. Without documentation you may *not* be allowed to take an alternate exam. Without documentation *and* allowed to take an alternate exam, you may have a 20 point penalty on the exam. **Only your instructor** (or the course coordinator) can give you permission to take any makeup (alternate) exams 1, 2, or 3. Only the course coordinator can give you permission to take an alternate final exam.

WARNING: If you take the regular exam, there are no ‘second chances’ or retakes. If there are any special circumstances that may affect your ability to successfully complete an exam (illness, family emergency, etc.) you must discuss the situation with your instructor before taking the exam, even if you must do so right before the

exam. Your instructor will then be able to advise you on your options. Do not wait until after you take the exam to mention a situation to your instructor.

If there are special circumstances that may affect your ability to successfully complete an exam, talk to the course coordinator, Charlotte Bailey, **before** taking an exam. You can talk to her at the exam site. If you take the exam, and then come forward with a reason why you should not have taken it, you will probably not be allowed a retake.

GRADES: There are a total of 600 points in the course. Homework assignments and quizzes are scaled to 75 points each. Each of the three mid-term exams is worth 100 points and the final exam is worth 150 points. Since the only assessments common to all students and graded identically for all students are the exams, the only way to compare the learning of students in different sections is using these exams. So, each student's exam scores' total is determined and a distribution is made. The Department then decides on an A range, B range, C range, etc. for this distribution. Each instructor then gives the same number of A's, B's, C's, etc., that his/her section(s) earned on the combined exams. However, within a class, the other assessments are the same. So, instead of using just the common exams to assign these grades, all **points** in the class are used. This makes the assignment of letter grades based on students' **total points** (a number from 0 to 600). For example, if in a particular section there are 8 A's, 10 B's, etc., on the combined exams, the 8 students with the **highest total points** receive an A, the next 10 a B, and so on. If your total points are within 0 – 2 points of the next higher grade cut-off, your grade will be raised and no minus sign will be added. If your total points are within 3 – 7 points of the next highest grade cut-off, your grade will be raised and a minus sign will be added. If your total points are within 8 – 12 points of the next highest grade cut-off, your grade will not be raised, but a plus sign will be added.

ACADEMIC ADJUSTMENTS:

If you have been certified by the Disability Resource Center (DRC) as eligible for academic adjustments on exams or quizzes see <http://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 see your instructors outside class hours – before or after class or during office hours – to share your Accommodation Memorandum for the current semester and discuss your accommodations as soon as possible.

OFFICE HOURS: Many instructors have office hours in MATH 211 or MATH 216, the Math Help Rooms. (In the Help Room, in addition to instructors from your course, instructors from all other courses can also help you.) Additionally, most instructors have office hours in their own offices. After the first week of classes, these office hour schedules are posted on each instructor's door and on the course web page. You are strongly encouraged to go to office hours if you have questions. It is the best way to get individual help. (Charlotte's schedule, including office hours, is posted on the web page.)

ADDITIONAL HELP: Please see the Resources listing on the course web page for additional help resources.

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 Dean of Students Office** for disciplinary action (probation, suspension, or expulsion). At an exam, students may be asked to sign that they have read and understand an academic integrity statement. Purdue University and the math department expect students to be honest.

PLACEMENT: It is important that you monitor your course work during the first several weeks, to insure that you have been placed in the correct mathematics course. Should you decide that you need to drop this course and add an algebra/trigonometry course, the last date you can do so is Thursday, March 24th at 5:00 PM. However, the sooner such a change is made, the easier it is to catch up on the missed work in any new course. If you think you may need to change courses, please see your academic advisor and the course coordinator for the course you want to add. If you drop back to an algebra/trigonometry course after the first exam is completed, you will have to take an alternate or make-up exam within a few days.

CALCULATOR POLICY: Only a 1-line scientific calculator is allowed on quizzes and exams. The recommended calculator is a TI-30Xa. Calculators will be checked at exams and during class when quizzes are given. If you have any doubt that you may not have an acceptable calculator, please ask your instructor to view your calculator.

SECTION CHANGES AND DROPS: During the first week of classes, section changes are made via Banner (MyPurdue) and no signatures are required. **No requests will be addressed by instructors until after that time.** After that, until Thursday, February 13th, see the instructor of the section you want to enter. The schedule of classes can be found on the Mathematics Department web page (www.math.purdue.edu) or at the main desk in MATH 835. If you want to drop a course during the first nine weeks of the semester, your instructor can sign your drop form. If your instructor is not available, go to MATH 835. **No section changes or drops are allowed after the first nine weeks of the semester** (Monday, March 24th).

LAST ADD DATE: The last day you can add this course is Thursday, February 13th. Students adding at this time must complete an alternate exam 1 by a date determined by the course coordinator. Students are expected to keep up with the current material while studying for alternate exam 1.

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

CAMPUS EMERGENCY POLICY: 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 get information about any such changes in this course, please see the course web page or you will receive information from your instructor.