

MA 15300 Summer 2014

- Instructor: Charlotte Bailey
 - (you may call me Charlotte)
- Office: MATH 802
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(ALWAYS check the course website FIRST before emailing)
- Office Phone: (765) 496-3145
- Prefer contact by email or in person
- Office Hours: M – F: 11:00 - noon, 1:00 - 3:10
- MA 15300 website: www.math.purdue.edu/MA153

Course Information

- Go to the MA 15300 website and read through all the course information.
- It is your responsibility to know all the course policies and understand all the course information on the website.
- **ALWAYS check the MA 15300 website FIRST when searching for class information.**

Attendance Policy

- Complete all assigned homework **BEFORE** class, if possible
- Attend every class (including review days)
- Be on time
- Stay the duration of the class
- Take notes (lesson notes are found on web page)
- Ask questions
- Be respectful

Online Homework

- All homework is online through WebAssign
- Registration (do this **TODAY!!**):
 - Go to the [MA 15300 website](#)
 - Click on [WebAssign Intro](#) under the “Online Homework” section and follow the instructions.
- Two-week grace period during which no payment is required
- Online homework is usually due 6 hours after the beginning of the next class period
- [10% bonus is given for homework problems correctly completed before the next class](#)
- [Four lowest HW scores dropped automatically](#)

Online Homework (continued)

- You can log out and come back to assignments later; answers you got right stay right; correct answers will be shown after the due date/time
- You can attempt each problem up to 100 times without penalty before the due date
 - [Exception: multiple-choice questions](#)
 - Score penalty after one incorrect answer for problems with only two choices.
 - Score penalty after two incorrect answers for problems with three or more choices.
- Online homework is scaled to 50 total points at the end of the semester
- **THERE ARE NO MAKE-UP ASSIGNMENTS**

Advice Regarding Homework

- Complete each assignment **BEFORE** the next class period so you will be prepared for the quizzes and you receive the early submission bonus. With multiple attempts and the early submission bonus, there is no reason that you should not receive at least 100% on each homework assignment.
- Use Mozilla Firefox as your web browser when working on WebAssign. Problems have been reported when using WebAssign with other web browsers.
- Read through the [Recommendations for Completing Homework](#) document and the [Homework Help](#) documents under “Online Homework” on the [MA 15300 website](#).

Quizzes

- Quizzes will cover the material from the previous class, and will be given **BEFORE** the homework due dates (**do your homework early**)
- The first quiz is tomorrow (6/17) covering Lesson 1; the rest of the quizzes will probably be unannounced
- **THERE WILL BE NO MAKE-UP QUIZZES OR EARLY QUIZZES ALLOWED**
- Each student's two lowest quizzes are automatically dropped at the end of the summer semester. Written documentation is needed for additional quizzes to be excused.
- Quizzes are worth 100 points at the end of the semester.
- **ANY STUDENT CAUGHT CHEATING ON A QUIZ WILL LOSE ALL THEIR QUIZ POINTS FOR THE ENTIRE SEMESTER**

Exams

Write these down NOW!

- Exam 1: Wednesday, June 25th, class time in SMTH 108, Lessons 1 – 8
- Exam 2: Friday, July 11th, class time in SMTH 108, Lessons 9 – 22
- Exam 3: Thursday, July 24th, class time in SMTH 108, Lessons 24 – 34
- If you miss an exam, contact Charlotte *immediately* to arrange to take an alternate exam.
- **NOTHING** will influence your final overall course grade more than your exam scores.

Final Exam

- The date and time of the final exam will be announced later this semester. **STUDENTS WILL NOT BE ALLOWED TO TAKE THE FINAL EXAM EARLY.** Do not make plans to leave campus. The final will be given August 6th, 7th, or 8th.
- Again, **NOTHING** will influence your final overall course grade more than your exam scores

Calculator Policy

- **ONLY** a TI-30Xa may be used on quizzes and exams (approx. \$10 in the bookstore)
- Nothing else may be used quizzes and exams in place of a TI-30Xa
- Student are not permitted to share calculators on quizzes or exams
- Cell phones may not be used as calculators
- The instructor will not usually loan a calculator

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 her to set-up an appointment.

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.

Emergency Preparedness Summary

- If an alarm sounds when you are in a classroom, immediately evacuate the building and remain outdoors until emergency personnel say you may re-enter.
- If an alarm sounds when you are outside a building, immediately seek shelter in a safe location within the closest building. Remain there until emergency personnel provide additional information or give the OK to leave.
- http://www.purdue.edu/emergency_preparedness/warning_system.htm

Grades

- 100 points for each regular exam, 200 points for final exam, 50 points for online homework, 100 points for quizzes
- Procedure for assigning course grades is outlined in the Syllabus
- The only way to earn bonus is to correctly submit homework problems early. There is no extra credit given in any section. Your final grade is based solely on the total number of points earned.
- Final overall course grades are only available through the MyPurdue system. Please: **DON'T EMAIL. DON'T CALL.**
- **Nothing will influence your final course grade more than your exam scores**

Add/Section Changes

- Week 1: Use advisor or MyPurdue
- 2nd week on: You must see the Course Coordinator
 - Patrick Devlin
 - MATH 804
 - Office hours available
 - You **MUST** see the course coordinator to have any drop/add forms signed.
 - The instructor may sign a drop form

Cheating Policy

- Short version: Don't cheat

Long version:

- **Cheating is not tolerated! Grade penalties will always be imposed by the department. All cheating cases will also be reported to the Dean of Students for disciplinary action (probation, suspension, expulsion).**

Advice on Succeeding in MA 15300

- Attend **EVERY** class meeting and do the appropriate homework assignments **BEFORE** class
- Actively participate during lectures. Mathematics is **NOT** a spectator sport
- **Don't fall behind**; stay current with homework and lectures, and if you feel like your struggling with the material, **get help immediately**
- Visit office hours regularly to get help with concepts from lessons, and to get individual questions answered

Resources on the [MA 15300 website](#)

- [Online video lessons, PowerPoint presentations, and outlines for lecture notes](#) to help supplement each lesson (available under “Resources”)
- [Homework Hints](#) (available under “Online Homework”)
- [Past Exams](#) (available under “Exam Info.”)