

MA 15300 Summer 2014 Syllabus

- TEXTBOOK

The required 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 WEB PAGE](#)

The course website for MA 15300 is www.math.purdue.edu/MA15300. This is where all the course materials/information can be found. Check the course web page frequently for new materials and ALWAYS visit the course web page before requesting information from your instructor or the course coordinator (what you are requesting may already be available on the web page).

- CLASS PERIOD

Students are expected to attend every class meeting and to read the appropriate sections of the textbook before coming to class. You are also encouraged to print the correct lesson notes and bring to class. (Notes will be found on the web page.) Your instructor may not have time to cover every topic in class, but it is still your responsibility to learn these topics. If you must miss a lesson, you are wise to ask another student to copy his/her notes or visit the instructor during office hours and ask her to view her notes. 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 40 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. 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

Unannounced quizzes will be given through the semester. The quizzes 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.

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 two lowest quiz scores will be dropped. To have additional quizzes dropped will require **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 personal situations might arise that prevent you from completing an assignment or quiz. **USE YOUR DROPS WISELY.**

- EXAMS

There are three multiple-choice exams scheduled. The dates are as follows (**mark them on your calendar**). **Note: Exams will be in SMTH 108 rather than the regular classroom.**

EXAM 1: Wednesday, June 25

EXAM 2: Friday, July 11

EXAM 3: Thursday, July 24

Each exam will be given in-class, and exams must be completed on the dates specified above. These dates cannot be changed due to your travel plans, work schedules, etc., so please adjust your schedules accordingly. Note: The location for all exams will be SMTH 108, not the regular classroom.

NO EXAMS WILL BE DROPPED.

To prepare for midterm exams, students should review all of the material covered by their homework assignments and quizzes, and they should also go over all the announced review problems, which will be posted on the Exam Info Sheets (found on the web page). Past exams (available from a link on the [MA 15300 web page](#)) 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 the only guide to the content and wording of the exams.

Exam grades will be available online at WebAssign or through the instructor (after exams are returned).

The Final Exam will be given sometime between August 6 & 8 (exact date/time/location has yet to be determined). **PLAN TO BE ON-CAMPUS UNTIL AT LEAST FRIDAY AUGUST 8TH; NO MAKE-UP FINAL EXAM OR EARLY FINAL EXAM WILL BE GIVEN TO ACCOMMODATE YOUR TRAVEL PLANS.** A practice final exam will be available on the [MA 15300 website](#) after the third semester exam (or earlier). Unlike semester exams, past final exams will **NOT** be made available to students.

- CALCULATORS

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

- ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

During the summer session, accommodations for exams are managed between students, their instructor, and the [Disability Resource Center](#) Testing Center.

Students should see their instructor during office hours to deliver their Accommodation Memorandums and discuss their accommodations.

Students must have a certification letter from the [Disability Resource Center](#) in order to receive exam accommodations; if you feel you require accommodations but do not have a letter, visit the [Disability Resource Center](#).

- GRADES

In class work (quizzes) are worth 100 points, online homework is worth 50 points, each regular 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 (650 total points are available). The final grades are calculated as follows, based on total points out of 650:

A: 582 – 650 (90 – 100%)

B: 517 – 581 (80 – 89%)

C: 419 – 516 (65 – 79%)

D: 322 – 418 (50 – 64%)

F: 0 - 321 (0 – 49%)

+/- grades will be assigned based on students being in the top or bottom of each grade range, with the exception of the F range.

Students can only obtain their final letter grade by using the MyPurdue system. Final course letter grades will not be available in the WebAssign gradebook. COURSE 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 [MA 15300 website](#) or contact the course coordinator if you have questions (MATH 804, pdevlin@purdue.edu).

- **RESOURCE HELP**

Charlotte's weekly office hours are as follows:

Monday – Friday 11:00 – noon, 1:00 PM – 3:10 PM

By appointment after 3:10 PM

There will be help for students available at the Center for Student Excellence and Leadership (CSEL) building Monday through Friday from 10:00 AM – 2:00 PM.

- **COURSE EVALUATIONS**

At the end of the semester, you will be provided an opportunity to evaluate this course and your instructor. Purdue University has transitioned to online course evaluations. You will receive an official email from the evaluation administrators with a link to the online evaluation site. You will have a few days 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.

- **EMERGENCY PREPAREDNESS SUMMARY**

A document about emergency preparedness is found on the course web page. Here is a summary.

If an alarm is heard inside a building, immediately evaluate the building. Get a safe distance from the building. Remain outside the building until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave or return to the building.

If an alarm is heard outside a building, immediately seek shelter in a safe location within the closest building. These types of alarms may indicate a tornado, a civil disturbance (including a possible shooting), or release of hazardous materials in the outside air. Remain inside the building until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

In both cases above, you should seek additional clarifying information by all means possible; Purdue University home page, email alert, TV, radio, etc.