

# Course Materials

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

# Class Policies

- Complete all assigned homework **BEFORE** class
- Attend every class (including reviews)
  - If you are able to learn the material on your own without attending class, you are **STRONGLY** encouraged to register for the online section of the course
- Be on time
- Stay the duration of the class
- Take notes
- Ask questions
- Be respectful
- Don't speak when someone else is speaking

# Online Homework

- All homework is online through LON-CAPA
- Go to [loncapa.purdue.edu](https://loncapa.purdue.edu) and login using your Purdue username and password
- LON-CAPA is completely free
- Online homework for each lesson will be due at 11:59pm on the next class day after a lesson is covered, **EXCEPT ON EXAM DAYS**
- Each student's four lowest HW scores dropped automatically
- You can attempt each problem up to 100 times without penalty before the due date

# Online Homework

- Online homework is scaled to **50 total points** at the end of the semester
- **THERE ARE NO MAKE-UP ASSIGNMENTS**
- Complete each assignment **BEFORE** the next class period so you will be prepared for the quizzes. With essentially unlimited attempts, there is no reason that you should not receive 100% on each homework assignment.
- Read through the Recommendations for Completing Homework document 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**)
- Quizzes will be unannounced
- **THERE WILL BE NO MAKE-UP QUIZZES OR EARLY QUIZZES ALLOWED**
- Each student's four lowest quizzes are automatically dropped at the end of the semester. Written documentation is needed for additional quizzes to be excused.
- Quizzes are worth **50 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: Monday, September 28 at 6:30pm in the Elliott Hall of Music; covering Lessons 1 – 13
- Exam 2: Monday, October 26 at 6:30pm in the Elliott Hall of Music; covering Lessons 14 – 23
- Exam 3: Wednesday, November 18 at 8:00pm in the Elliott Hall of Music; covering Lessons 24 – 32
- If you miss an exam, contact the course coordinator (Patrick Devlin, [pdevlin@purdue.edu](mailto:pdevlin@purdue.edu)) *immediately*.
- **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 early during finals week (**December 14 - 19**).
- Again, **NOTHING** will influence your final overall course grade more than your exam scores

# Calculator Policy

- **ONLY** a TI-30Xa scientific calculator 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 scientific calculator
- Student are not permitted to share calculators on quizzes or exams



# 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](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 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.

# 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

- Purdue University is a very safe campus and there is a low probability that a serious incident will occur here at Purdue. However, just as we receive a “safety briefing” each time we get on an aircraft, we want to emphasize our emergency procedures for evacuation and shelter in place incidents. Our preparedness will be critical IF an unexpected event occurs!
- 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.
- For more information on Emergency Preparedness at Purdue University, please visit [www.purdue.edu/ehps/emergency\\_preparedness/](http://www.purdue.edu/ehps/emergency_preparedness/).

# Grades

- 100 points for each regular exam, 200 points for final exam, 50 points for online homework, 50 points for quizzes
- Course grading scale is available in the Syllabus
- 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. **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
- 2<sup>nd</sup> week on: You must see the Course Coordinator
  - Patrick Devlin
  - MATH 804
  - Office hours available on the [MA 15300 website](#)
  - You **MUST** see the course coordinator to have any drop/add forms signed.



# 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

# Help Resources Available On-Campus

- [Supplemental Instruction](#)
- [MATH Help Rooms](#)
- [WIEP-WISP Tutoring Program](#)
- [COSINE Evening Science Help Center](#)
- Office Hours
  - The course coordinator's office hours are available to ALL 153 students
  - 9:30 to 11:00am and 3:00 to 4:00pm Monday through Friday