

## COURSE INFORMATION – MA 15910

Fall 2015

**TESTBOOK:** The textbook is ‘Introduction to CALCULUS’, Purdue MA 15910 (2<sup>nd</sup> custom edition) from Pearson Education. This textbook must be purchased from a local bookstore (University or Folletts West), since it is a customized book. You will buy a ‘package’; the textbook with a MyMathLab access code. MyMathLab is the computer site used to complete the online homework.

**COURSE WEBSITE:** There are many useful resources available on the MA 15910 website at [www.math.purdue.edu/MA15910](http://www.math.purdue.edu/MA15910). Please bookmark the website, check it frequently for new materials, and ALWAYS visit the course website before requesting information from your instructor and/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. Class lesson notes are available on the website, **if** your instructor uses the lesson notes. You may print these notes and bring to class to complete. (This is highly recommended. Three-hole punch the notes and keep in a binder.)

**HOMEWORK:** 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 collected and counted as a quiz score.

**The remaining (majority) 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 code or purchase MyMathLab online using a credit card. If you have used MyMathLab in a previous semester (with our current textbook or with the MA 22000 first custom edition from Pearson), you do not need to purchase another text or access code for MyMathLab. Directions how to enroll in a **new** MyMathLab class for this semester (for previous students of MA 15910 or MA 22000) are found at [www.math.purdue.edu/MA15910](http://www.math.purdue.edu/MA15910).

To have a deadline for an online homework assignment 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’s homework deadline is not frequently granted.

Completing each homework assignment **BEFORE** the next class period is certainly your best way to be prepared for quizzes and exams.

It is recommended that students use the web browser Mozilla Firefox when working on MyMathLab. It is also recommended that students complete all homework problems on paper before entering their final answers in MyMathLab. Students are expected to use a Purdue iTap computer, if they experience any problems completing problems in MyMathLab on their personal computers or laptops.

(Information continued on the next page.)

There are no online homework assignments dropped at the end of the semester.

**The homework is scaled to 50 of the total 600 possible total points at the end of the semester.**

### **QUIZZES:**

There will be frequent in-class quizzes. **No make-up quizzes will be allowed for any reason and students may not take any quizzes early.** Only your instructor can excuse paper homework (if collected as a quiz) or quizzes for reasonable absences. Your instructor may ask you to provide documentation if you request your quiz be excused. 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. Any Purdue activity is an excused absence. Each quiz is scored out of 10 possible points.

The first quiz is either this Wednesday, August 26<sup>th</sup> and/or this Friday, August 28<sup>th</sup>.

At the end of the semester, each student's lowest quiz score will be dropped. To have additional drops will require **acceptable written justification**. The purpose of the excused quiz or quizzes is not to boost your grade, but rather to provide flexibility in the event that unforeseen circumstances might arise that prevents you from attending class and taking a quiz.

**Quizzes will be scaled to 50 points of the total 600 points at the end of the semester.**

**ANY STUDENT CAUGHT CHEATING ON A QUIZ WILL LOSE ALL HIS/HER QUIZ POINTS FOR THE ENTIRE SEMESTER.**

**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 instructor/course coordinator.. The final exam is a course-wide, comprehensive, 30-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: Monday, September 28<sup>th</sup>, 6:30 – 7:30 PM, Elliott Hall of Music**

**Exam 2: Monday, October 26<sup>th</sup>, 6:30 – 7:30 PM, Elliott Hall of Music**

**Exam 3: Wednesday, November 18<sup>th</sup>, 8:00 – 9:00 PM, Elliott Hall of Music**

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

Make-up or alternate exams (for students who could not attend the regular exam) will only be given once for each midterm exam. The following are the make-up dates and times:

Alternate Exam 1: *Friday, October 2<sup>nd</sup>, 6:00 PM – 7:00 PM, MATH 175*

Alternate Exam 2: *Friday, October 30<sup>th</sup>, 6:00 PM – 7:00 PM, MATH 175*

Alternate Exam 3: *Friday, November 20<sup>th</sup>, 6:00 PM – 7:00 PM, MATH 175*

(Exam information continued on the next page.)

If a student misses an exam for any reason, they should contact the instructor/course coordinator immediately; make-up exams can only be approved **in writing** by the course coordinator, Charlotte Bailey, MATH 802, baileycm@purdue.edu. Make-up (alternate) 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 of 20 points 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.

**If you miss an exam and the make-up exam, you will receive a zero for that exam. No exams will be dropped or replaced.**

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 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.); please discuss the situation with your instructor or the course coordinator before taking the exam. She/he 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 or the course coordinator. You can talk to the course coordinator at the exam site. If you take the exam, and then come forward afterwards with a reason why you should not have taken it, you will probably not be allowed a retake.

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 in the semester. **Students will not be allowed to take the final exam early; plan to be on campus until the end of finals week.**

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**GRADES:** There are a total of 600 points in the course. Homework assignments and quizzes are scaled to 50 points each. Each of the three mid-term exams is worth 100 points and the final exam is worth 200 points.

The following percent scale is used to assign letter grades to homework assignments, quizzes, and exams.

97.5% - 100%: A+	89.5% - 97.49%: A	87.5% - 89.49%: A -
85.5% - 87.49%: B+	77.5% - 85.49%: B	74.5% - 77.49%: B -
69.5% - 74.49%: C+	64.5% - 69.49%: C	59.5% - 64.49%: C -
56.5% - 59.49%: D+	49.5% - 56.49%: D	There is no D -
	0% - 49.49%: F	

Here are the points needed to earn the grades (based on 600 points possible for the semester).

585 - 600	A+	537 - 584	A	525 - 536	A -
513 - 524	B+	465 - 512	B	447 - 464	B -
417 - 446	C+	387 - 416	C	357 - 386	C -
339 - 356	D+	297 - 338	D	There is no D -	
0 - 296	F				

A students can only obtain his/her final letter grade by using the MyPurdue system. Final course letter grades will not be available anywhere else. GRADES CANNOT BE OBTAINED VIA E-MAIL OR OVER THE TELEPHONE.

#### **ACADEMIC ADJUSTMENTS (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 <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 – during office hours – to share your Accommodation Memorandum for the current semester and discuss your accommodations as soon as possible. This meeting needs to take place as early in the semester as possible.

**OFFICE HOURS:** Many instructors have office hours in MATH 211 or MATH 205, 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 or need help. It is the best way to get individual help. (Charlotte's schedule, including office hours, is posted on the web page and on her office door.)

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

**CHEATING (Academic Dishonesty):** The Mathematics Department will not tolerate cheating of any sort. Grade penalties will always be imposed by the Department (for example, a zero on the quiz or exam) and **all cheating cases will also be reported to the Dean of Students Office (Office of Student Rights and Responsibilities)** for disciplinary action (probation, suspension, or expulsion). At an exam, students *may* be asked to sign a statement that they have read and understand the academic integrity policy. Purdue University and the math department expect students to be honest and submit their own work. Cheating includes, but is not limited to; sharing answers during exams and quizzes, looking at another student's answer sheet or exam sheet during an exam, having another student complete your homework assignment or at-home quiz, using books or notes during an exam or quiz, using any calculator other than a TI-30XA on a quiz or exam.

**PLACEMENT:** It is important that you monitor your course work during the first few 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 **Wednesday, October 28<sup>th</sup> 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 added 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 TI-30XA scientific calculator is allowed on quizzes and exams. Your calculator must say TI-30XA at the top. Calculators will be checked at exams and during class when quizzes are given. If you doubt that you have an acceptable calculator, please ask your instructor to examine 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 time, until Thursday, September 24th, see the course coordinator if you want to change sections. Form 23 (Schedule Revision Request) is available from the student's academic advisor or the course coordinator. This form requires the course coordinator's signature and the student's advisor's signature. The completed form needs to be taken to the Registrar's office in Hovde Hall. Please make certain you are registered in the section you attend; you will have zeros recorded as your quiz and exam scores if you are not. Note: **There is only one section of MA 15910 during the fall 2015 semester.**

The schedule of classes can be found on the Mathematics Department web page ([www.math.purdue.edu](http://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 drops are allowed after the first nine weeks of the semester; the last day is Wednesday, October 28<sup>th</sup>.**

**LAST ADD DATE:** The last day you can add this course is Monday, September 21<sup>st</sup>. 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.

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**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.

**UNIVERSITY GRIEF POLICY:** In the unfortunate event of the loss of a loved one, a student should contact the office of the Dean of Students to request that a notice of his/her leave be sent to instructors. The student will provide documentation of the death or funeral service attended to that office. 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. If the student is not satisfied with the implementation of this policy by an instructor, he or she is encouraged to contact the Department Head and, if necessary, the office of the Dean of Students for further review of his/her case. In a case where grades are negatively affected, the student may follow the established grade appeals process.

**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.

**Emergency notification procedures are based on a simple concept – if you hear an alarm inside, proceed outside. If you hear a siren outside, proceed inside.**

- **Indoor Fire Alarms** mean the class or research is stopped and the building is **evacuated immediately**. Proceed to an 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 Hazard Outdoor Emergency Warning Sirens** mean to immediately seek shelter (**Shelter in Place**) in a safe location within the closest building. '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 (Purdue Home page, email alert, TV, radio, etc.) **Remain in place** until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

**OTHER COURSE DOCUMENTS:**

See the MA 15910 web page ([www.math.purdue.edu/MA15910](http://www.math.purdue.edu/MA15910)) for the following information.

Course Calendar

Assignment List

OnLine Homework (MyMathLab) Information: How to Register or Enroll in a New MyMathLab Class

PowerPoint on How to Use MyMathLab

Office Hours' information

MATH Help Rooms' information'