

GROUND RULES FOR MA 16500 – FALL 2015

HOMEWORK: There are 35 online assignments using WebAssign (<https://www.webassign.net/purdue/login.html>). Due dates and times are listed on the WebAssign CourseView by the Assignments. Generally, homework for a lesson covered in a given lecture is due at 10:00 pm on the day of the next lecture. The two lowest scores will be dropped for computing the final grade

TRANSFERS: If you transfer sections your WebAssign account will transfer too. However you will need to notify the TA of your new section so that he/she can have your past scores moved over.

LATE REGISTRATION: If you have not yet registered for the course but intend to, you should ask the TA for the section you are attending to get you a WebAssign account and you should start submitting the assignments. There is a two-week trial period for the WebAssign account. After that you will have to pay the (nonrefundable) access fee.

Some homework assignment problems cannot be done using WebAssign and their numbers are typed in boldface on the assignment sheet. These problems are an important part of the homework assignment. Make sure to do them even though they will not be collected and graded. Some of these problems may appear in the midterm exams.

QUIZZES: There will be a quiz on Thursdays (as indicated on the assignment sheet), except on exam weeks. The assigned review exercises should be done before the quiz, and you should bring your work to class and turn it in together with the quiz. The lowest score will be dropped for computing the final grade

MIDTERM EXAMS: There will be three evening one-hour midterm exams on the days indicated on the assignment sheet. Approximately half of the problems on each exam will be problems listed on the assignment sheet under homework assignment or review exercises, including problems that are typed in bold-face and are not done using WebAssign.

FINAL EXAM: There will be a two-hour final exam during finals week.

GRADES: Course grades will be determined from the **Total Score**, calculated by:

Homework	100 points
Quizzes	50 points
Three midterm exams	300 points
Final exam	<u>200 points</u>
Total Score	650 points

The scores will be made uniform across different sections by using the **Total Common Exam Scores** (the sum of scores in Midterm and Final Exams).

Assignment of the grade:

1. The number of particular letter grades (A, B, ...) in each section is based on the **Total Common Exam Scores** across all sections of the course by using the historical grade distribution.
2. The letter grades within each section are then determined based on the **Total Score**.

COURSE WEB PAGE: <http://www.math.purdue.edu/ma165>

MAJOR CAMPUS EMERGENCY: In the event of a major campus emergency, course requirements, deadlines, and manner of determination of course letter grades are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructors' control. Information about changes will be posted on the course web page.

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 instructor 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 procedures for your mathematics course, or go to MATH 242 for paper copies.

IMPORTANT DATES: See <http://www.purdue.edu/registrar/calendars/>

COURSE AND INSTRUCTOR EVALUATIONS: During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor(s). 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. We strongly urge you to participate in the evaluation system.

ACADEMIC DISHONESTY: Purdue University faculty and students commit themselves towards maintaining a culture of academic integrity and honesty. The students taking the exam are not allowed to seek or obtain any kind of help from anyone to answer questions on this test. If you have questions, consult only an instructor or a proctor. You are not allowed to look at the exam of another student. You may not compare answers with anyone else or consult another student until after you finish your exam and hand it in to a proctor or to an instructor. You may not consult notes, books, calculators, cameras, or any kind of communications device until after you finish your exam and hand it in to a proctor or to an instructor. If you violate these instructions you will have committed an act of academic dishonesty. Penalties for academic dishonesty can be very severe and may include an F in the course. All cases of academic dishonesty will be reported to the Office of the Dean of Students. Your instructor and proctors will do everything they can to stop and prevent academic dishonesty during the exam. If you see someone breaking these rules during the exam, please report it to the proctor or to your instructor immediately. Reports after the fact are not very helpful.

EXAM RULES:

1. Students may not open the exam until instructed to do so.
2. Students must obey the orders and requests by all proctors, TAs, and lecturers.
3. No student may leave in the first 20 min or in the last 10 min of the exam.
4. Books, notes, calculators, or any electronic devices are not allowed on the exam, and they should not even be in sight in the exam room. Students may not look at anybody else's test, and may not communicate with anybody else except, if they have a question, with their TA or lecturer.
5. After time is called, the students have to put down all writing instruments and remain in their seats, while the TAs will collect the scantrons and the exams.
6. Any violation of these rules and any act of academic dishonesty may result in severe penalties. Additionally, all violators will be reported to the Office of the Dean of Students.

I have read and understand the exam rules stated above:

STUDENT NAME: _____

STUDENT SIGNATURE: _____

MAKE-UP EXAMS: Students late for more than 20 minutes will not be allowed to take the exam. They will have to contact their lecturer within one day for permission to take a make-up exam. Make up exams may also be allowed for illness or personal problems, but students are required to contact their lecturer at the first available opportunity.