

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)
- 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 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
- If you have purchased WebAssign access for this course in the past, you should not need to do so again
- Online homework is usually due 6 hours after the beginning of the next class period, **EXCEPT ON EXAM DAYS**
- 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; those you got right stay right; 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**)
- 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: Wednesday, February 11 at 8:00pm in the Elliott Hall of Music; covering Lessons 1 – 12
- Exam 2: Wednesday, March 11 at 8:00pm in the Elliott Hall of Music; covering Lessons 14 – 24
- Exam 3: Monday, April 13 at 6:30pm in the Elliott Hall of Music; covering Lessons 25 – 34
- If you miss an exam, contact the course coordinator (Patrick Devlin, 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 (**May 4 – 9**).
- 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 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

- As we begin this semester, I want to discuss 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/.

Grades

- 100 points for each regular exam, 200 points for final exam, 50 points for online homework, 50 points for quizzes
- Procedure for assigning course grades outlined in the Syllabus
- The only way to earn bonus points 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. **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 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

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.”)
- [Links for free evening tutoring programs](#) (available under “Resources”)
- Information regarding [Supplemental Instruction](#) (available under “Resources”)
- [MATH 205 and 211 are the help rooms for MA 15300](#) (available under “Office Hours”)