

## GROUND RULES FOR MA 16200, SPRING 2017

(Note: Students registered in MA162I (the impact version of MA162) use a different set of ground rules. Please see <https://www.math.purdue.edu/MA162I>)

**Course Web Page for MA 16200:** <https://www.math.purdue.edu/MA162>

Check this page often for important information and announcements.

**Course Calendar:** Posted on the course web pages. There one can find a list of the day to day activities, homework due dates, quiz and exam dates and which lessons will be on each quiz and each exam.

**Office Hours:** <https://www.math.purdue.edu/academic/officehours>

Students may attend any of these office hours in the Math Help Room (MATH 211) for help with MA 16200.

**Homework:** The assignments are done online using WebAssign. Students need to use the link in the course web page to login WebAssign. They should not try to login through the WebAssign site, it will not work. Due dates and times are listed on the WebAssign Course View and on the course calendar.

**Quizzes:** The dates and content of quizzes are listed on the MA162 course calendar. Quiz problems will be similar to the homework problems.

**Transfers:** Students who transfer between two sections of MA162 will have their WebAssign account transferred automatically, however their grades on completed assignments will not transfer automatically. It is the students' responsibility to notify their TA of the new section so that he/she can request to have the past scores moved over.

**Absences:** The university policy regarding attendance can be found in

<http://www.purdue.edu/advocacy/students/absences.html> and

[http://www.purdue.edu/studentregulations/regulations\\_procedures/classes.html](http://www.purdue.edu/studentregulations/regulations_procedures/classes.html)

**Missed quizzes:** No make-up quizzes will be given. Students who are forced to miss a quiz due to unavoidable absence should contact their TA as soon as possible. At the end of the semester the lowest three quiz grades will be dropped.

**Late Homework:** Students who are not able to complete their homework due to illness or other unforeseen situations should contact their TA as soon as possible. Late homework will not be accepted. At the end of the semester the 3 lowest homework scores will be dropped.

**Missed Exams:** Students who missed an exam due to an unavoidable absence should contact their professor immediately or as soon as they are capable.

**Long term absence:** Students who are forced to miss class for an extended period should contact the Office of the Dean of Students and their professor (in this order). Professors will only make special arrangements with students to make up for missed work if properly notified by the Office of the Dean of Students.

**Midterm Exams:** There will be three (3), one-hour, multiple choice, midterm exams:

Exam 1: Thursday, February 2 at 8:00 pm in Elliott 116

Exam 2 : Thursday, March 09 at 8:00 pm in Elliott 116

Exam 3 : Tuesday, April 11 at 6:30 pm in Elliott 116

**Final Exam:** There will be a two-hour, multiple choice, final exam scheduled by the university during finals week. The exam is cumulative and the number of questions is evenly divided among all sections.

**Grades:** Course grades will be determined from the student's total score which will be computed as follows:

Average of homework scores 100 pts

Average of quiz scores 100 pts

Midterms exams, 100 each = 300 pts

Final Exam (comprehensive exam covering all 36 lessons) 200 pts

Total: 700 pts

**Calculators:** Calculators are not allowed on exams or quizzes.

**Supplemental Instruction:** There are Supplemental Instruction (SI) study sessions available for this course. Time and location for the study sessions can be found at: [www.purdue.edu/si](http://www.purdue.edu/si) or the free app: [www.purdue.edu/boilerguide](http://www.purdue.edu/boilerguide).

**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 202 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, 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.

**Important Dates:** See Purdue Academic Calendar for important dates such as the last day to drop a course, etc.

[https://www.purdue.edu/registrar/documents/calendars/academicCalendars/academicCal\\_16-17.pdf](https://www.purdue.edu/registrar/documents/calendars/academicCalendars/academicCal_16-17.pdf)

**Academic Integrity:** Purdue prohibits academic dishonesty. According to University policy cheating, plagiarism, lying and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid, abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest. If found guilty of academic dishonesty, possible penalties include receiving a failing grade to expulsion from the University. For more details about the Purdue policy on academic integrity see <http://www.purdue.edu/odos/osrr/academic-integrity/>

**An education study:** The university is conducting an education study to measure the effectiveness of MA 16200. There are four course activities connected with this study. The first quiz covers some important topics from MA 16100 that will also be used in MA 16200. You will not be graded on how you do; instead you will get 2 extra credit points in your final grade for participating. This quiz will be repeated in the week before exam week and you will get two extra credit points for taking it the second time. In addition to the quizzes, you will be sent two surveys by email, one at the beginning of the semester and one at the end, and you will get 2 extra credit points for each of them. If you decide not to participate in an extra credit activity you can still get the points for that activity by writing a onepage essay that your TA will assign.

**Other Issues:** In the event of a major campus emergency or other circumstances beyond the instructors control, course requirements, deadlines and grading percentages are subject to changes that may require a revised semester calendar. To get information about changes in this course please check frequently the course web page: <https://www.math.purdue.edu/MA162>