

Ground Rules for MA 165 - Fall 2016

1. **Structure of the course:** In the regular week, we have 3 lectures (MWF) and 1 recitation class (Th). Even though we do not take the attendance, the student is expected to attend all of them.
2. **Homework:** The student is supposed to work on the homework problems on the Webassign, to which the student should have an access. (Not only the record of the homework assignments but also that of the exams and quizzes will be kept on the Webassign system.) Usually the deadline to turn in the Webassign homework is 10:00 PM on the day of the following lecture. (For example, if the material of the homework is discussed on the lecture given on Monday, the deadline for that homework is 10:00 PM of the lecture given on Wednesday of the same week. We may pick up and discuss some difficult problems in the assignment during the lecture, if time permits.) The specific deadline for each assignment can be found on the Webassign. No extension of the deadline is allowed (except under some special circumstances). Two lowest scores of the Webassign homework will be dropped at the end of the semester.
3. **Quiz:** There will be a quiz on the recitation class every Thursday of the regular week (except for some exceptional week when the evening exam is given). The student is supposed to work on the review exercise problems BEFORE he/she comes to the recitation class. Each quiz is worth 20 points (before rescaling at the end of the semester, where the entire set of quizzes accounts for 50 points of the total score). The quiz is NOT a test but rather a cooperative one, where you can discuss the problems with your friends and ask some questions to your recitation instructor. The student should turn in his/her work on the review exercise problems together with the quiz. If there is no substantial work turned in, the recitation instructor subtracts 4 points from your quiz score (no negative points, though). One lowest score of the quiz will be dropped at the end of the semester.
4. **Midterm Exam:** There will be 3 midterm exams in the form of a one-hour-long evening exam outside of the lectures and recitation classes, on the dates indicated on the assignment sheet. If the student has a conflict with the scheduled evening exam, he/she should let the lecturer and the TA know well in advance and make an arrangement for the alternate exam given on a different date.
5. **Final Exam:** There will be a two-hour-long final exam during the finals week.

All the exams are in the MULTIPLE CHOICE format, and NO CALCULATORS are allowed.

6. **Make-Up Exam:** If you are sick (or for some other reasons) and have to miss the exam, you are required to contact the lecturer at the first available opportunity to make an arrangement for the alternate exam. Those students

who are late for the exam for more than 20 minutes will not be allowed to take the exam, and they should also contact the lecturer as soon as possible to make an arrangement for the alternate exam.

7. 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, instructors, TA's, and lecturers.
- (3) No students may leave the exam room in the first 20 minutes or in the last 10 minutes 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's or lecturer.
- (5) After time is called, the students have to put down all writing instruments and remain in their seats, while the TA's will collect the scantrons and the exams.
- (6) Any violation of these rules and any act of academic dishonesty may result in severe penalties.

8. 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 the 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.

Note: Academic Integrity Hotline Established !

A new phone number and email address have been established to facilitate the reporting of student academic integrity issues. Individuals can email a concern to integrity@purdue.edu or call 765-494-8778 to speak with a staff member in the Office of Student Rights and Responsibilities about the matter. OSRR staff will then investigate the situation and provide feedback to the reporter. Concerns may also be reported anonymously.

9. **Grades:** The course grade will be determined by the **Total Score**, calculated as follows:

Homework	100 points
Quizzes	50 points
3 Midterm Exams	$3 \times 100 = 300$ points
Final Exam	200 points
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Total Score	650 points

Grading Scheme

- (1) The number of a particular letter grade (A, B, C, D etc.) in each section is determined, based upon the **Total Exam Score** (the sum of the raw points of the 3 Midterm Exams and the Final Exam) across all the sections of the course, by using the historical grade distribution.
- (2) The letter grades within each section are then determined based upon the **Total Score**.

10. **Late Registration and/or Transfer:** If you have not yet registered for the course but intend to, you should ask the TA of 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.

If you want to transfer from one section to another, you will have to ask the permission from the lecturer and notify the TA's (both of the old section and of the new one) of your transfer.

11. **Accommodations for the 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 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 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.

12. Important Dates:

- Monday, Aug. 29: Last day to register without a late fee
- Monday, Sept. 5: Last day to cancel a course assignment without it appearing on record
- Monday, Sept. 19: Last day to withdraw a course with a grade of W or to add/modify a course with instructor and advisor signature
- Wednesday, Oct. 26: Last day to withdraw from a course with a W or WF grade

13. Major Campus Emergency: In the event of a major campus emergency, the course requirements, deadlines, and manner of determination of the 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 the changes will be posted on the course webpage.

14. Course and Instructor Evaluation: 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 e-mail 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.