

1. GROUND RULES FOR MA 166 - FALL 2018

1. **STRUCTURE OF THE COURSE:** There will be 3 lectures per week (MWF) and 1 recitation class (Th). Students are required to attend all of them. Detailed course information, including the course calendar, can be found in www.math.purdue.edu/ma166

The course grade will be based on homework, quizzes and exams. There will be 35 online homework sets, 14 quizzes, three midterm exams and one final exam. 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
Total Score	650 points

2. **HOMEWORK:** There will be two types of homework: Online homework and review problems.
 - a **ONLINE HOMEWORK:** There will be 35 online homework assignments. They have been scheduled on WebAssign and students will not be able to do an assignment after its deadline has passed. The lowest two online homework scores will be dropped. Students have to login to WebAssign through a link on the course homepage: www.math.purdue.edu/ma166. Students can access WebAssign without paying a fee for two weeks. After that they have to provide an access code. The access code can be bought directly from WebAssign or at the local bookstores together with the textbook. All grades (homework, quizzes, exams) will be kept on WebAssign, and students can access them at any time. MA166 will not use Blackboard.
 - b **REVIEW PROBLEMS:** Students will turn in the review problems to the TA together with their quiz during recitation. The TA will not grade the problems and will only check for completeness. If none or only few review exercises are turned in, the TA will subtract 4 points from your quiz score (no negative points, though). Students are supposed to work on the review exercise problems **BEFORE** they come to recitation class.
3. **QUIZZES:** There will be a quiz on the recitation class every Thursday. 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 and collaborative evaluation, where students can discuss the problems with their classmates and ask questions to your recitation instructor. The student should turn in the review exercise problems together with the quiz. One quiz score (the lowest) will be dropped at the end of the semester.
4. **MIDTERM EXAMS:** There will be 3 one hour multiple-choice midterm exams on the dates indicated on the course calendar. 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 an alternate exam. No calculators or any sort of electronic devices are allowed to be used during midterm exams.
5. **FINAL EXAM:** There will be a two-hour-long final exam during the finals week. No calculators or any sort of electronic devices are allowed to be used during the final exam.
6. **SECTION TRANSFERS:** Students who transfer from one section to another via Banner will be automatically be enrolled in the new section on WebAssign, but their grades will not transfer from the old section to the new one. Students need to contact the TA of the new section to ask that their grades be transferred.

7. **MATH RESOURCE ROOM (MRR, LOCATED IN MATH 205).** The purpose of the MRR is to foster student learning. The MRR is a space for students to work collaboratively and for teaching assistants to answer questions over course material and work out problems similar to students' homework problems. The teaching assistants will not do your exact homework problems. Instead, they will go through a similar problem with you to give you another example to work through. This is more beneficial for you, since it better prepares you for quizzes and exams.
8. **EXAM RULES:**
 - ER.1. Students may not open the exam until instructed to do so.
 - ER.2. Students must obey the orders and requests by all proctors, instructors, TA's, and lecturers.
 - ER.3. No students may leave the exam room in the first 20 minutes or in the last 10 minutes of the exam.
 - ER.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.
 - ER.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.
 - ER.6. Any violation of these rules and any act of academic dishonesty may result in severe penalties.
9. **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.
10. **NOTE: ACADEMIC INTEGRITY HOTLINE !** A 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.
11. **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES:** Students who 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.

Students who are waiting to be certified by the Disability Resource Center are encouraged to review our procedures prior to being certified.

For all in-class accommodations, for privacy reasons, 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. **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.
13. **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.