

1. GROUND RULES FOR MA 166 - FALL 2019

1. **STRUCTURE OF THE COURSE:** There will be 3 lectures per week (MWF) and 1 recitation class (Th). Lectures are not mandatory to attend, but experience shows that students who attend in general do better in the course. Students should attend recitations. Quizzes, an integral part of the course, are administered there.—Detailed course information 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, 12 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
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Total Score	650 points

2. **HOMEWORK:** There will be 35 online homework assignments. They have been scheduled on MyLabMath 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 Blackboard through a link on the course homepage: www.math.purdue.edu/ma166. Students can access MyLabMath without paying a fee for two weeks. After that they have to provide an access code. The access code can be bought directly from the publisher, Pearson, or at the local bookstores together with the textbook. (If you had taken Calculus at Purdue before, and purchased a WebAssign access, you will not need to purchase the code again, the Department will email you the code. Should it not arrive by Monday, August 19, please contact Dr. Mummert at pmummert@purdue.edu.)
- All grades (homework, quizzes, exams) will be kept on Blackboard, and students can access them at any time.
3. **QUIZZES:** There will be a quiz in the recitation class most 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). 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 a 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 enrolled in the new section on Blackboard.
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 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, and more importantly, for applications of calculus later in your studies and work.

8. EXAM RULES (will be repeated on the exam booklets):

ER.1. Students may not open the exam until instructed to do so.

ER.2. Students may not leave the exam room in the first 20 minutes or in the last 10 minutes of the exam.

ER.3. 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.4. 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.

ER.5. Any violation of these rules and any act of academic dishonesty may result in severe penalties.

9. ACADEMIC DISHONESTY: (Some of this repeats what has been said before, but read on.) Purdue University faculty and students commit themselves towards maintaining a culture of academic integrity and honesty. The students taking an 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 any of these rules, 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. 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 mail 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. ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES: Purdue University strives to make learning experiences accessible to all participants. If you anticipate or experience physical or academic barriers based on disability, please contact the Disability Resource Center at: drc@purdue.edu or by phone: 765-494-1247.

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 202 for paper copies. In the event that you are waiting to be certified by the DRC, please 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. COURSE AND INSTRUCTOR EVALUATION: During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructors. Purdue uses 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 the evaluation. Your participation in the evaluation is an integral part of this course, and the Department of Mathematics will appreciate it.