

## Ground Rules for MA 166 - Spring 2021

1. **Structure of the lectures:** The lecturer (Matsuki) delivers a “in-person” lecture 11:30 AM - 12:20 PM on MWF at WHTR 200, which has the capacity of holding 240 with social distancing, while we have over 600 students for the entire course. Each lecture is video-taped through Boilercast. All the students have an access to the video-taped lecture.

**The student has to choose to join, in his/her account in the Brightspace, one of the following 4 Groups.**<sup>12</sup>

**M:** Monday in-person lecture

**W:** Wednesday in-person lecture

**F:** Friday in-person lecture

**B:** Boilercast only

If you choose to join the **W**-Group, for example, then it means the following:

- You have the priority to be able to sit in the lecture room WHTR 200 on Wednesday to see the lecturer deliver a lecture on that day in person.
- It does NOT mean you have to come to WHTR 200 on Wednesday. We do not take attendance. You can always watch the video-taped lecture on Boilercast.
- If there is a space available, you may sit in the lecture room even on Monday or Friday.

Although we do not take attendance, understanding the content of each lecture, either by attending the lecture in-person (see above) or watching the video on Boilercast (and/or the supplemental videos mentioned below), is **REQUIRED**.

**NOTE:** Matsuki will make supplemental lecture videos. They will be uploaded to Mediaspace, and their links will be announced on Brightspace so that all the students in MA 166 have an access to the videos. These videos are intended to provide the students with some extra help.

2. **Information:** All the key information, communicated by Matsuki including the links to the supplemental videos and the exam information etc., will be posted in the announcement of the file

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in the Brightspace.

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<sup>1</sup>If you signed up for the totally online section, you do not have to make this choice.

<sup>2</sup>To join a group, go to the Brightspace page for SPRING 2021 MA16600-200 LEC. Click “Course Tools” and “Groups”. You are welcome to change groups at any time and as frequently as you desire. The only way to be sure there will be a seat for you in lecture is your group status. Try not to occupy a spot in a group if you are not planning to come to the lecture that day, as someone else may want the seat. Attending the lecture in-person is always optional. All lectures will be available on Boilercast.

3. **Schedule:** You can find the detailed schedule for the lectures, homeworks, quizzes, and exams on the Assignment Sheet, which is posted in the announcement of SPRING 2021 MA16600-200 LEC.

4. **Textbook:** The textbook for MA 166 for Spring 2021 is:

Calculus with Early Transcendentals by Briggs, et al. Pearson, 3rd edition.

For more information on the textbook, see “**Quick Student Guide to MyLabMath**”, which is also posted in the announcement of SPRING 2021 MA16600-200 LEC.

5. **Homework:** Homework is given as an assignment in MyLabMath, corresponding to each lecture. The student should buy an access code to MyLabMath. For more details on how to buy an access code, we refer the students to “Quick Student Guide to MyLabMath”.

Usually the deadline to turn in the MyLabMath homework is 11:59 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 11:59 PM of Wednesday of the same week, when the following lecture is given. 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 MyLabMath. No extension of the deadline is allowed (except under some special circumstances). Two lowest scores of the homework assignments will be dropped at the end of the semester.

### **Warning:**

- (i) If you want to use the function **Ask My Instructor Question**, you must **change the e-mail address** to the one of your Recitation Instructor. By default the e-mail address is set to be Matsuki’s e-mail address, but I cannot possibly answer all the questions. If you send a question to Matsuki using the “Ask My Instructor Question” function, Matsuki will subtract 10 points from your total score (ಽಽಽ)
- (ii) If you think the MLM computer made an error and did not recognize your correct answer as such, please contact your Recitation Instructor, NOT Matsuki. He/she will look at your answer, and if it is correct, he/she will override the computer grading. If you have any other inquiry about the homework, contact your Recitation Instructor first.

6. **Quiz:** Every Thursday you are supposed to work on a quiz, which is given as an assignment in MyLabMath, and submit your work online. The material to be covered in each quiz can be found in the Assignment Sheet. Your Recitation Instructor (TA) will help you with the quiz during the in-person recitation class. (If you are enrolled in the all online class, then the Recitation Instructor (TA) will hold a Zoom conference to help you with the quiz.) Attendance for the in-person recitation class (or the Zoom conference

class) is OPTIONAL, and NOT required. Our quiz is NOT a test, and you are encouraged to discuss the problems with your peer students (with an appropriate social-distancing or online). The quiz will become available at 6:00 AM on each Thursday, and will remain open till 11:59 PM. The actual time you can work on the quiz is 120 minutes. One lowest score of the quizzes will be dropped at the end of the semester.

**Warning:**

- (i) Quiz 1 is exceptional, and does NOT fit into the regular format described above. The deadline for Quiz 1 is 11:59 PM on Friday, Jan. 22. Quiz 1 also includes the material covered in the lecture given on Friday, Jan. 22.
- (ii) A quiz or an exam does NOT show up in your MLM account until the very day it is assigned, while all the homework assignments you can see in your MLM account from the beginning of the semester. The detailed schedule for the quizzes and exams can be found in the Assignment Sheet. The fact that you do not see a quiz or an exam until the day it is assigned can NOT be used as an excuse to skip a quiz or an exam.

7. **Exam:** We will have 3 midterms (online, each given as an assignment in MyLabMath), and the Final Exam (online, given as an assignment in MyLabMath). The exact format of each exam (time frame, duration of the exam, open book, use of calculator etc.) will be announced as the scheduled date of the exam (found on the Assignment Sheet) gets closer.

8. **Office Hour:** Matsuki will hold office hour through Zoom conference, according to the following schedule and log-in data:

- Day: Monday, Wednesday, Friday
- Time: 9:30 AM - 10:20 AM
- Meeting ID: 991 3994 8280
- Passcode: Matsuki

9. **Grading Scheme:** The course grade will be determined by the **Total Score**, calculated with weights as follows:

Weights for the Total Score

Homework	200 points
Quizzes	100 points
3 Midterm Exams	$3 \times 100 = 300$ points
Final Exam	200 points
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<b>Total Score</b>	<b>800 points</b>

We have 34 MyLabMath homework assignments (two lowest of which will be dropped) and 11 quizzes to be graded (one lowest of which will be dropped). The scores will be rescaled and calculated to fit into the weights announced above.

### Cut-off points

The letter grades will be given according to the following scheme:

$A^+$	800 - 781
$A$	780 - 741
$A^-$	740 - 721
$B^+$	720 - 701
$B$	700 - 681
$B^-$	680 - 661
$C^+$	660 - 641
$C$	640 - 601
$C^-$	600 - 561
$D^+$	560 - 481
$D$	480 - 400
$F$	399 or below

### **NOTE and WARNING:**

- (1) The above grading scheme and cut-off points for MA 166 Spring 2021 are DIFFERENT from the ones for MA 165 Fall 2020.
- (2) At the end of the semester, if the distribution of the letter grades is way off the traditional one, we MAY LOWER the above mentioned cut-off points. We will NEVER RAISE the cut-off points.
- (3) The MLM score display is designed to exclude the pastdue assignments from the calculation by default, while their scores will be counted as zero at the end of the semester. We will try manually to adjust the scores of the pastdue assignments to be zero in the middle of the semester. However, we warn strongly that, if you have so many pastdue assignments, the displayed score of your performance in MLM may be deceptively higher than your actual 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 MyLabMath account and you should start submitting the assignments. There is a two-week trial period for the MyLabMath 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. 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, you are encouraged to contact the Disability Resource Center at: [drc@purdue.edu](mailto: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, the accommodation

for the exams in MyLabMath will be done automatically by Stephanie Foster (foster80@purdue.edu). If you have further questions and/or inquiries, please contact her by sending an e-mail. For the special accommodations regarding the quizzes, please contact your TA and/or lecturer.

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.

**12. Important Dates:**

- Wednesday, Jan. 27: Last day to register without a late fee
- Monday, Feb. 1: Last day to cancel a course assignment without it appearing on record
- Friday, Feb. 12: Last day to withdraw a course with a grade of W or to add/modify a course with instructor and advisor signature
- Monday, Mar. 22: Last day to withdraw from a course with a W or WF grade

NOTE: Check the academic calendar for the other important dates.

**13. Piazza Forum :** Piazza Forum will be used so that the students can ask the questions about the homework problems in MyLabMath and/or the contents of the lectures etc. Detailed instructions and rules on how to use the Piazza Forum will be sent via e-mail by Prof. Naughton and/or communicated to you by your Recitation Instructor.