

## Ground Rules for MA 26100, Spring 2020

*As a Boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do.  
Accountable together - we are Purdue.*

### **Homework:**

There are 37 online assignments using *MyLab Math*

[Quick MyLab Math Student Guide](#)

Due dates and times are listed on the *MyLabMath*. Generally, homework from the Friday and Monday lectures are due on Tuesday at 11:00 pm and homework from the Wednesday lecture is due Thursday at 11:00 pm.

### **Quizzes:**

There will be a quiz in every recitation class with a few exceptions. Quizzes typically cover the lecture material from the previous week. Quiz problems will be similar to the homework problems.

### **Policy on Late Homework and Missed Quizzes:**

Late homework will not be accepted. No make-up quizzes will be given. At the end of the semester the **3 lowest homework scores** and the **3 lowest quiz scores** will be dropped. Students who are forced to miss several classes over an extended period of time due to medical reasons or unusual circumstances should see their lecturers.

### **Midterm Exams:**

There will be two multiple-choice, one-hour midterm exams:

EXAM 1 Monday, February 24, 6:30 pm-7:00 pm at Elliott Hall of Music 116

EXAM 2 Monday, April 6, 6:30 pm-7:30 pm at Elliott Hall of Music 116

### **Grades:**

Course grades will be determined from your overall total score which will be computed as follows:

Homework	18%
Quizzes	10%
*Two midterms @ 18%each	36%
*Comprehensive Final Exam	<u>36%</u>
<b>TOTAL</b>	<b>100%</b>

There are no preset cutoffs for student grades. Instead, we will use the following system: Each TA will be allocated a certain quantity of letter grades to award that is equal to the number of those grades earned on the \*common exam totals\*. Each TA will then award his/her allocated letter grades to individual students within his/her sections by ranking according to each individual student's overall course total out of 550 points.

**Course Web Page for MA 26100:** <https://www.math.purdue.edu/MA261>

Check this page often for important information and announcements. There is also a detailed *Daily Calendar* for the entire semester posted.

### **Important Dates:**

Last day to drop a course without it being recorded: **Monday, January 27** (5:00 pm)

Last day to drop a course with an automatic grade of W: **Monday, February 10** (5:00 pm)

Last day to drop a course : **Friday, March 13** (5:00 pm)

Please see the [Purdue University Academic Calendar](#) for other important dates.

**Calculators:**

Calculators are not allowed on exams or quizzes.

**Transfers:**

If you transfer sections, your *MyLabMath* account will transfer also. However, it is your responsibility to notify the TA of your new section so that he/she can request to have your past scores moved over.

**Office Hours:**

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

You may attend any of these office hours in the Math Resource Room (MATH 211) for help. The purpose of the Math Resource Room is to foster student learning. The Math Resource Room 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.

**Supplemental Instruction:**

There are Supplemental Instruction (SI) study sessions available for this course. These study groups are open to anyone enrolled in this course who would like to stay current with the course material and understand the material better. Attendance at these sessions is voluntary, but extremely beneficial for those who attend weekly. Times and locations for the study session can be found here: <http://www.purdue.edu/si> or the free app: <http://www.purdue.edu/boilerguide> Students who attend these interactive sessions will find themselves working with peers as they compare notes, demonstrate and discuss pertinent problems and concepts, and share study and test-taking strategies. Students are asked to arrive with their student ID card, lecture notes and questions to these informal, peer-led study sessions.

**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, 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 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.

**CAPS Information:**

Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at

(765)494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or through its counselors physically located in the Purdue University Student Health Center (PUSH) during business hours.

### **Commercial Note Taking in Classes:**

Notes taken in class are generally considered to be "derivative works" of the instructor's presentations and materials, and they are thus subject to the instructor's copyright in such presentations and materials. No individual is permitted to sell or otherwise barter notes, either to other students or to any commercial concern, for a course without the express written permission of the course instructor. See University Senate Document 03-9, April 19, 2004.

### **Course and Instructor Evaluations:**

During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor(s) through online course evaluations. On Monday of the 14th week of classes, you will receive an official email from evaluation administrators with a link to the online 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.

### **Academic Dishonesty:**

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breeches of this value by either emailing [integrity@purdue.edu](mailto:integrity@purdue.edu) or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern.

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 can range from receiving a zero on the assignment to expulsion from the University. For more details about the Purdue policy on academic dishonesty see

[www.purdue.edu/odos/osrr/academicintegritybrochure.php](http://www.purdue.edu/odos/osrr/academicintegritybrochure.php)

### **The following Exam Rules will be printed on each midterm and on the final exam:**

1. Students may not open the exam until instructed to do so.
2. Students must obey the orders and requests by all proctors, TAs, and lecturers.
3. No student may leave 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 or lecturer.
5. 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.
6. Any violation of these rules and any act of academic dishonesty may result in severe penalties. Additionally, all violators will be reported to the Office of the Dean of Students.

I have read and understand the exam rules stated above:

STUDENT NAME (print): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

Students more than 20 minutes late will not be allowed to take the exam. They will have to contact their lecturer within one day for permission to take a make-up exam. **Grade penalties are possible.**

**Other Issues:**

In the event of a major campus emergency or other circumstances beyond the instructor's 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: [www.math.purdue.edu/MA261](http://www.math.purdue.edu/MA261)