

Ground Rules

MA 16100 - Fall 2022

Lectures (MWF):

Lectures will be face-to-face on Monday, Wednesday, and Friday. You are expected to attend every lecture. Lectures are run by the Lecturers.

Recitations (TTh):

Recitations will be face-to-face on Tuesday and Thursday. You are expected to attend every recitation session. Recitations are run by the Teaching Assistants (TAs).

Communication:

Due to the large number of students in this class, for most questions (in particular questions about deadlines, grading disputes, or technical issues), it is recommended that your email your TA first. If the TA cannot answer your question, they will forward it to the lecturer.

Office Hours:

Lecturers will hold 3 office hours a week in their office (or other designated room).

TAs will hold face-to-face office hours in the Math Resource Room (MRR). You can view the MRR hours here: <https://www.math.purdue.edu/academic/courses/helproom>

You are encouraged to attend the office hours to ask questions about the homework, quizzes, exams, or readings.

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 regularly. Times and locations for the help sessions can be found here: www.purdue.edu/si or on Brightspace.

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.

Brightspace Page for MA 16100:

Check the course Brightspace page (<https://purdue.brightspace.com/>) often for important information and announcements.

- All due dates for the semester are posted in the Brightspace Calendar.
- The link to the online Homework and eText in MyLab Math will be posted in Brightspace.

- Your grades will be posted in the Brightspace Gradebook.
- You can find your REC section number, TA's name, and TA's email in the Brightspace Gradebook.
- Any changes to the syllabus or important announcements will be posted to the Brightspace page under "Announcements".
- You can access instructions for using Brightspace at the following page under "Learner Resources": <https://www.purdue.edu/brightspace/Documentation.php>

Course Page for MA 16100:

You can check this page for information about your lecture or recitation section. It will have your TA's name and contact information. <https://math.purdue.edu/MA161>

Course Calendar:

The course calendar will be posted in the Brightspace page. The initial calendar is posted here: https://www.math.purdue.edu/academic/courses/semester/202310/ma16100/course_calendar_ma161_fa22_graphic-2.pdf.

Any changes or adjustments to the schedule will be announced in the Brightspace page.

Textbook and Homework Access:

You will need an access code for the Pearson MyLab Math platform. You will complete your homework online in MyLab Math.

You should access Pearson MyLab Math through the course page in Brightspace <http://purdue.brightspace.com>. For reference, the textbook is "Calculus, Early Transcendentals", (Third Edition) by Briggs, Cochran, Gillett, Schulz.

You do not need a physical textbook. A digital version of the textbook (eText) is included in Pearson MyLab Math.

There is a two-week grace period before you must purchase an access code. If you are taking more than one semester of calculus, the full access code (multi-semester) is good for all the Calculus courses (MA 16100, MA 16200, MA 16500, MA 16600, and MA 26100) since they use the same textbook.

Calculators:

You do not need a calculator for this class. Calculators are not allowed on exams or quizzes. You may use calculators on homework assignments (but I encourage you to not become dependent on using a calculator).

Course Outcomes:

At the end of the course, you will be able to:

- Solve exponential, logarithmic, and trigonometric equations
- Compute limits and apply limit laws
- Apply rules of differentiation to compute derivatives of elementary functions
- Sketch graphs of functions with the aid of differentiation techniques

- Find maxima and minima of functions and solve optimization problems
- Compute integrals of some elementary functions and apply the Fundamental Theorem of Calculus to compute areas of certain planar regions.

Homework:

There are 36 online homework assignments (numbered HW0 – HW35) using *MyLab Math*. You can access *MyLab Math* through the Brightspace page. Generally, homework from the Friday and Monday lectures are due Tuesday at 11:59pm Eastern time and homework from Wednesday lecture is due Thursday at 11:59pm Eastern time. The three lowest homework scores will be dropped.

You are allowed to use calculators, notes, books, and to consult peers, TAs, and tutors to complete the homework. Your homework submission should reflect your own understanding. **You are strongly discouraged from copying solutions from peers and websites such as Chegg and CourseHero when completing the homework.** Homework is an opportunity to practice the material, and relying on these shortcuts undermines your learning.

Note: If you believe that a homework question is graded incorrectly after the answer is available, inform your TA via email. Any email appeal must have “homework appeal” in the subject line and must contain the student’s full name, section number, assignment number, problem number, and a brief description of the issue. A grade adjustment will not be made if the student did not follow the instructions on how to input the math expressions in MyLab Math.

Quizzes:

There will be a quiz during face-to-face recitation every Tuesday and Thursday (expect during the first and the last weeks of the semester). Quizzes typically cover the lecture material from the previous week. Quizzes are written and graded by your recitation TA. You are not permitted to use calculators, books, notes, electronic devices, websites, or to consult a peer or any other person on the quizzes.

There are 23 quizzes in total (numbered Quiz 0 – Quiz 22), and the two lowest quizzes will be dropped. Please see the Course Calendar on the Course Web Page for the quiz schedule.

Exams:

There will be three midterm exams and a final exam. The final exam will be comprehensive, and it will cover the material from the entire course. All exams are course-wide, multiple-choice, machine-graded exams. The three midterms are all evening exams. The final exam information will be given later in the semester. You are not permitted to use calculators, books, notes, electronic devices, websites, or to consult a peer or any other person on the exams.

If there are any special circumstances that may affect your ability to successfully complete an exam (illness, family emergency, etc.), you must discuss the situation with your instructor before taking the exam (if you are physically able to). See more details in Approved Absences.

Exam	Date	Time	Location
EXAM 1	Tuesday, Sep 20	6:30-7:30pm	ELLT
EXAM 2	Tuesday, Oct 18	6:30-7:30pm	ELLT
EXAM 3	Tuesday, Nov 15	6:30-7:30pm	ELLT

More information will be announced closer to each exam.

Grades:

Course grades are determined from your overall total score using a percentage scheme.

Graded Item	Percentage
Homework	15%
Quizzes	15%
Three midterms @ 15% each	45%
Comprehensive Final Exam	25%

You can check your running Total Score online in the Brightspace Gradebook. Total Score percentage grades will not be rounded.

Final letter grades will be determined using the following grading scale:

Grade	Percentage
A+	≥ 97%
A	93% - 96.9%
A-	90% - 92.9%
B+	87% - 89.9%
B	83% - 86.9%
B-	80% - 82.9%
C+	77% - 79.9%
C	73% - 76.9%
C-	70% - 72.9%
D+	67% - 69.9%
D	60% - 66.9%
F	< 60%

For each of these grades, **it's possible that at the end of the semester a somewhat lower percentage will be enough to get that grade.** (In other words, the lowest percentage to get, for example, an A *could be lower* but *will not be higher* than 93%)

Attendance Policy:

This course follows Purdue's academic regulations regarding attendance, which states that students are expected to be present for every meeting of the classes in which they are enrolled. Attendance will not be recorded, but you are responsible for all information, announcements, and course material that is presented in lecture and recitations.

When conflicts or absences can be anticipated, such as for many University-sponsored activities and religious observations, you should inform the instructor of the situation as far in advance as possible. For unanticipated or emergency absences when advance notification to the instructor is not possible, you should contact the instructor as soon as possible by email.

When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, and in cases falling under excused absence regulations, the student or the student's representative should contact or go to the [Office of the Dean of Students \(ODOS\) website](#) to complete appropriate forms for instructor notification. Under academic regulations, excused absences may be granted **by ODOS** for cases of grief/bereavement, military service, jury duty, parenting leave, or emergent or urgent care medical care.

Approved Absences:

If you miss a deadline due to a Purdue University [Approved Absence](#), then you can request an extension or an accommodation. You should make your first contact with your instructor regarding your situation by **5pm the day following the due date** (unless you are physically unable to).

- **Approved Absences** are defined by the University. [Read more information about Approved Absences.](#)
- **Documentation Required:** If you have an extenuating circumstance for missing a deadline, we will do our best to make the accommodations needed based on the situation. You are expected to provide supporting documentation for missing the deadline. To account for situations where a supporting document may not be easily available, we drop the three lowest homework and two lowest quiz scores.
 - **Note:** There is a new [Medical Excused Absence Policy](#). You should not share medical information with your TA or instructor. You should contact [ODOS \(Office of the Dean of Students\)](#) if you have urgent health matter. Otherwise, for ongoing long-term health problems, you should contact [DRC \(Disability Resource Center\)](#). Medical information should be provided to those offices, and not to the TA or Instructors.
- **Who to Contact:**
 - For accommodations on a HW or Quiz, you should contact your TA.

- For accommodations on an Exam, you should contact Dr. Hood at kthood@purdue.edu.
- **First Contact with Instructor:** The first contact with the instructor/TA can be very brief if you are not in a position to explain the situation in great detail. You do not have to include a supporting document in the first contact if it is not yet available. Supporting documents can be provided later when they are available. The main purpose of the first contact is to make the instructor/TA aware of the situation and contact has to be made.
 - For example, HW 1 is due at 11:59pm on Thursday 8/25. If a student does not contact their TA until after 5pm on Friday 8/26, the student will not be granted an extension even if the student had an extenuating circumstance for missing the assignment and had a supporting document.
- **Confirm Sent Email:** To be sure that your email is actually sent out to your instructor, you can double check your sent box after you send the email. It will not be a valid reason for not sending the email on time because you thought the email was sent out, but actually it was not.
- **Accommodations:** If the student contacts their instructor about their extenuating circumstance **by 5pm the day after the due date** and provides necessary **supporting documentation**, the following accommodations will be given.
 - **HW:** An extension of the deadline will be given.
 - **Quiz:** The student will be exempted from the missed quiz (the quiz will not count toward the student's grade.)
 - **Exam:** A make-up exam will be scheduled for the student to take.
 - **Special Note about Missing an Exam:** If you miss an exam with **no Approved Absence** such as remembering the time or date wrong, the student will be given an opportunity to take a make-up exam with a **20% penalty**, provided you contact Dr. Hood by 5pm the day following the exam date.
 - For an exam worth 100 points, 20 points will be subtracted from your score. If you scored 86/100 on the exam, then your score will become 66/100 after the penalty is applied.
 - If a student arrives at an exam more than 20 minutes late, they will not be permitted to take the exam. The student will have to take the make-up exam at a later date. A 20% penalty will be applied (unless the student provides documentation for a University approved absence).

Section Changes and Drops:

During the first week of classes, you can make section changes or drop the course yourself within myPurdue, and no signatures are required. From the second week until the deadline, you need to submit an electronic section change or withdrawal request on myPurdue.

Important Dates:

Last day to drop a course without it on your record:

Friday, September 2nd

Last day to drop a course and receive a W:

Tuesday, October 25th

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

Academic Guidance in the Event a Student is Quarantined/Isolated:

For COVID-19 concerns, please see the [Fall 2022: What you need to know guidance](#) published July 27. If you find yourself too sick to progress in the course, notify your adviser and notify your TA via email. We will make arrangements based on your particular situation.

Classroom Guidance Regarding Protect Purdue:

Any student who has substantial reason to believe that another person is threatening the safety of others by not complying with Protect Purdue protocols is encouraged to report the behavior to and discuss the next steps with their instructor. Students also have the option of reporting the behavior to the Office of the Student Rights and Responsibilities. See also Purdue University Bill of Student Rights and the Violent Behavior Policy under University Resources in Brightspace.

Academic Integrity

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breaches of this value by either emailing integrity@purdue.edu or by calling 765-494-8778. While information may be submitted anonymously, the more information is submitted the greater the opportunity for the university to investigate the concern. More details are available on our course Brightspace under University Policies.

Nondiscrimination Statement

A hyperlink to Purdue's full Nondiscrimination Policy Statement is included in our course Brightspace under University Policies.

Accommodations 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 or by phone: 765-494-1247.

If you have been certified by the Disability Resource Center (DRC) as eligible for accommodations, you should contact your TA to discuss your accommodations as soon as possible. You should send your Course Accessibility Letter to your recitation instructor and also to the lecturer: here are instructions for how to do this:

<https://www.purdue.edu/drc/students/course-accessibility-letter.php>

In this mathematics course accommodations are managed between the instructor, the student, and the DRC Testing Center. Accommodated exams need to be scheduled a minimum of 5 business days in advance online at: <https://www.purdue.edu/drc/testing/requesting-an-exam.php>

Mental Health/Wellness Statement

- **If you find yourself beginning to feel some stress, anxiety and/or feeling slightly overwhelmed, try [WellTrack](#).** Sign in and find information and tools at your fingertips, available to you at any time.
- **If you need support and information about options and resources,** please contact or see the [Office of the Dean of Students](#). Call 765-494-1747. Hours of operation are M-F, 8 am- 5 pm.
- **If you find yourself struggling to find a healthy balance between academics, social life, stress, etc.,** sign up for free one-on-one virtual or in-person sessions with a [Purdue Wellness Coach at RecWell](#). Student coaches can help you navigate through barriers and challenges toward your goals throughout the semester. Sign up is free and can be done on BoilerConnect.
- **If you're struggling and need mental health services: 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 mental health support, services are available. For help, such individuals should contact [Counseling and Psychological Services \(CAPS\)](#) at 765-494-6995 during and after hours, on weekends and holidays, or by going to the CAPS office on the second floor of the Purdue University Student Health Center (PUSH) during business hours. The [CAPS website](#) also offers resources specific to situations such as COVID-19.

Basic Needs Security

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. There is no appointment needed and Student Support Services is available to serve students 8 a.m.-5 p.m. Monday through Friday. Considering the significant disruptions caused by the current global crisis as it relates to COVID-19, students may submit requests for emergency assistance from the [Critical Need Fund](#)

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.

Emergency Preparation:

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Relevant changes to this course will be posted onto the course Brightspace page. You are expected to read your @purdue.edu email on a frequent basis.