

• CLASS PERIOD

Students are expected to attend every class meeting and to read the appropriate sections of the text before coming to class. Instructors may not have time to cover every topic in class.

• HOMEWORK/QUIZZES

A daily score will be given almost daily, starting with the third class period (Friday, 1/11). The daily score will be based on either a short quiz or on the homework due that day. Although homework will only be collected occasionally for the daily score, doing your homework is certainly your best way to be prepared for quizzes and exams. In addition, 30 homework assignments will be done online for half of the recitation grade.

No make-ups will be allowed for the daily scores or online homework, for any reason. The five lowest scores for each will not be counted. To have a sixth score (or more) not counted at the end of the semester will require **acceptable written justification for having missed all six (or more).**

• EXAMS

There are three multiple-choice, machine-graded evening exams scheduled for your class this semester. The dates are as follows. **(Mark them on your calendar.)**

EXAM 1: Monday, February 4, 8:30 PM, Hall of Music

EXAM 2: Tuesday, February 26, 6:30 PM, Hall of Music

EXAM 3: Thursday, April 3, 7:00 PM, Hall of Music

Missing an Exam: If you miss an exam for any reason, contact the course coordinator immediately. Make-up exams can only be approved **in writing** by the course coordinator, Owen Davis (MATH 442, odavis@math.purdue.edu). Make-up exams will be allowed for valid reasons. For non-valid reasons, a make-up *may* be allowed with a *grade penalty* deducted from the student's earned score. Not knowing the right date, time or location of an exam is NOT a valid reason for missing it.

Academic Conflict: If you have an academic conflict with any of the evening exams (e.g. another exam or class at the same time) you must let the course coordinator know no later than two business days before the exam takes place.

Emergency: If you have an **emergency situation** that will prevent you from attending an evening exam, you must contact Owen Davis **as soon as the situation allows**, preferably in person or if necessary by email (do not use voicemail). To avoid missing important information, the sooner you contact Mr. Davis, the better.

20-Minute Rule: No one will be allowed to leave the exam site for the first 20 minutes of the exam. After that time, no one will be allowed to enter the exam site and take the exam. Students arriving after 20 minutes will be allowed to take the make-up exam. If they arrived late for a non-valid reason, a grade penalty will be deducted from the make-up exam score.

Make-ups will be given only once for each midterm exam, on the following dates and times:

MAKE-UP EXAM 1: Friday, February 8, 6:00-7:30 PM

MAKE-UP EXAM 2: Friday, March 7, 6:00-7:30 PM

MAKE-UP EXAM 3: Friday, April 11, 6:00-7:30 PM

If you miss an exam and the alternate you will have a score of 0 (zero) recorded for that exam.

For each of these evening exams there will be one class period for which attendance is not required; **however, it will not be cancelled: it will be a no-attendance-required help session for the exam.**

To prepare for the midterm exams, students should review all of the material covered by their homework assignments, quizzes and the announced review problems. Past exams (available online) are a source of additional review problems and can also give students a rough idea of the length and difficulty level of their own exams. **However, many students have the mistaken impression that just by reviewing some past exams they will have seen all that is expected of them for their own exams.** Past exams should **absolutely not** be used as a guide to the exact content and wording of the exams.

The final exam is a 30-question, multiple-choice, machine-graded exam that is given during the sixteenth week of the semester. Students may get a copy of practice questions for the final online.

THE SEMESTER ENDS ON SATURDAY, MAY 3 AT 9:00 PM. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM.

• CALCULATORS

No calculators are allowed on quizzes and exams until after exam 2. After Exam 2 is completed, a non-graphing, non-programmable, 1-line scientific calculator is required for many problems on the quizzes and exams (a 1-line TI-30 calculator is recommended, but other 1-line scientific calculators are also allowed). **Multiple line calculators are not allowed on quizzes and exams.** We will not allow the sharing of calculators with other students.

(OVER)

- **OFFICE HOURS**

Any student can get help from the instructor during his/her office hours. You are strongly urged to go to office hours if you have questions. It is the best way to get individual help. Additionally, Room MATH 205 is 'The Math Help Room' and is open Mon-Thurs 10:30AM to 5:30PM & Friday from 10:30AM to 2:30PM

- **ACADEMIC ADJUSTMENTS**

Students who have been certified by the Office of the Dean of Students-Adaptive Programs as eligible for **academic adjustments** should go to MATH 242 with a copy of their certification letter and request an *Information Sheet* for this semester, that explains how to proceed this semester to get these adjustments made in Mathematics courses. **This should be done during the first week of classes.** Only students who have been certified by the ODOS-Adaptive Programs and who have requested ODOS to send their certification letter to their instructor are eligible for academic adjustments. Students who are currently undergoing an evaluation process to determine whether they are eligible for academic adjustments, are encouraged to find out **now** what procedures they will have to follow when they are certified, by requesting the above mentioned Information Sheet from MATH 242. Large print copies of the *Information Sheet* are available from MATH 242 upon request.

- **GRADES**

Daily scores are worth 50 points and online homework is worth 50 points, each evening exam is worth 100 points, and the final is worth 200 points. At the end of the semester, each student's final grade is calculated using his/her *total points*. **The course letter grades at the end of the semester are calculated as follows:** Course wide letter grade cut-offs are determined for the four common exams combined (500 possible points). Then, your recitation instructor determines the number of each letter grade his students as a group earned, based on the individual totals of the four exam scores. Next, he/she lists all of his students' total points (out of the 600 total points available), in numerical order, highest first. (Those students who do not have grades on all 4 exams are not included in this list.) If ten of his students receive an A according to the four-exam cut-offs, the first 10 students on the list of total points will automatically receive an A as their final grade in the course, and so on down the list for the other grades. Further, students zero to seven points below a grade cut-off (based on the 600 total points available) will automatically be raised to the higher grade. Other students who are within fourteen points of a grade cut-off are considered borderline cases. If the grade obtained on the final exam or the four-exam composite is at least as good as the higher one in the borderline, the course grade will be raised; **otherwise it will not.** Exam grades will be available from your instructor and online. You can obtain your course grade by seeing your instructor or by checking SSINFO. **GRADES CANNOT BE OBTAINED OVER THE TELEPHONE.**

- **SECTION CHANGES AND DROPS**

No section changes are allowed during the first week of classes. Academic Advisors will still be adding students to classes during that week. After the first week of classes, students make course and section changes by getting a form from their Academic Advisor (or in MATH 242 or MATH 835), getting their Academic Advisor's signature, and getting Owen Davis's signature (MATH 442). He has scheduled the following hours to see students concerning course and section changes (Monday, Wednesday, and Friday , 9:30 AM- Noon or other times as available, odavis@math.purdue.edu). The student then returns the form to the Registrar or the Academic Advisor's Office for processing. **Make sure that you are registered in the section you attend. You will have zeros recorded as your quiz and exam grades if you do not.** If you want to drop a course during the first nine weeks of the semester, Owen Davis (MATH 442) can sign your drop form. If he is not available, go to MATH 835. No drops are allowed after Monday, March 17, 2008.

- **CHANGING TO A LOWER MATH COURSE**

Students who do poorly on the first exam are allowed to drop back into a lower level course. **THROUGH Thursday, February 7, WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STUDENTS SHOULD GET SIGNATURES FROM THEIR ACADEMIC ADVISOR AND from Charlotte Bailey, MATH B13, Monday & Wednesday 9:30 to 10:30AM or Thursday 3:00 to 4:00PM for MA 111.** (If you have a conflict with these hours, leave a message in MATH 835.) You must obtain these signatures by February 7 at 4:00 PM. **After February 7, only under very extenuating circumstances will any student be allowed to register for MA 111. They will also need the authorization of the Department Head, Professor Rodrigo Bañuelos.** Such students should contact their academic advisors for possible alternatives, including dropping the course.

- **CHEATING**

The Mathematics Department will not tolerate cheating of any sort. Grade penalties will always be imposed by the Department. All cheating cases will also be reported to the Dean of Students Office for disciplinary action (notification, probation, suspension, or expulsion).