Ground Rules for MA 30300, Summer 2024 (online)

Instructor/Coordinator: Dr. Chen Liu
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Course webpage: MA 30300 Summer 2024

Course Calendar: Available on the course webpage.

Learning Resources:

- Textbook: Edwards, Penney, Calvis, Differential Equations and Boundary Value Problems: Computing and Modeling, 6th Edition, MyLab Math with Pearson eText.
- MyLabMath is required. Students will use it to do online homework and instructors will use it to record all the scores. Here is the Student Guide to MyLabMath.
- There is a two-week grace period before you must purchase an access code.
- A digital version of the textbook (eText) is included in Pearson MyLabMath, and a hard copy of the textbook is not required.
- Students should access MyLabMath through their Brightspace page.
- Students are expected to check the Brightspace page and emails regularly for announcements.
- Lecture Videos and lecture notes are available at Brightspace.
  Lecture Notes: Content-Lecture Notes;
  Lecture Videos: Course Tools- Kaltura Media Gallery.

Homework:

- Online homework assignments are on MyLabMath and are accessed through the course Brightspace page.
- The online homework schedule is available in the course calendar.

- Except in cases of University approved reasons, late homework will not be accepted.
- Instructors should not assign or collect any assessments, including homework during the Quiet Period (July 28th–July 30th).
- At the end of the semester, the lowest 5 online homework scores will be excused.
- The list of handwritten assignments are on the course webpage. The Handwritten assignments will NOT be collected.

Quizzes:

- There are a total of 10 online quizzes given via Gradescope. Please see the course calendar on the course webpage for the dates.
- You are supposed do the quizzes on your own although quizzes don't require proctors.
- You have 25 minutes to complete and submit your quiz. Each quiz is intended to take approximately 15 minutes to complete. An additional 10 minutes are allotted for submission. Also, there's no requirement to write on the template PDF file.
- At the end of the semester, the two lowest quiz scores will be dropped.

Examinations:

- There will be two, one-hour, midterm exams. Please see the course calendar on the course webpage for the dates.
- Midterms will be handwritten and must be taken under the supervision of an instructor-approved proctor during a 24-hour window starting at 1 pm on exam day and ending at 1 pm the following day.
- There will be a two-hour, comprehensive final during exam "week", July 31st–August 2nd. The time will be announced later.
- Unlike the midterms, the final exam will be administered through MyLabMath and proctored by Respondus Lockdown Browser.

- You are not permitted to use calculators, books, notes, websites, or to consult a peer or any other person on the exams.

Technical Responsibility:
As the quizzes and final exam will be conducted online, it is essential that you have a stable internet connection and a reliable laptop. Extensions won't be granted due to technical issues in general.

Exam Proctors:

- You are required to find proctor(s) for your exams. The proctor must not be a family member, a cohabitant, an employee, or a close friend. Recommended proctor options include, but are not limited to, library staff, community or area learning center staff, university/college/institute education staff, human resource staff, workplace supervisor and testing center staff.

- Proctor instructions, along with an online proctor form via Qualtrics, will be accessible on the Brightspace course page starting from the first day of class. Please fill out the form as soon as you can, but by no later than Wednesday, 6/19. Late submissions may result in exam score penalties.

- Once your proctor choice has been approved, exams and instructions will be sent to your proctor at least one day before each exam. Your proctor will be asked to collect the exam, scan it, and return it to the TA by email or Qualtrics. We ask that proctors hold on to the exam for one week in case that the scan is poor quality.

Piazza:

- This is the main resource to get help for online homework, lectures or any other course-related questions.

- Click on the link in Brightspace or Signup Link to enroll in the Piazza page for this course.

- Questions asked after 8 p.m. are not guaranteed to be answered the same day.

Grades:
Course grades are plus/minus and will be determined from your total score which will be computed as follows:

Homework	20%
Quizzes	10%
Two midterms	40%
Final Exam	30%

The cutoff for each letter grade will be **no higher** than the following:

A+	97%
A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
C-	70%
D+	67%
D	60%

If there are some changes on the grading scale, the changes can be determined only after the final exam scores are available.

Email Policy:
Due to the large number of students in this class it is recommended that you email your TA for most questions, such as grading disputes and technical issues. If your TA is unable to provide a resolution, your email will be forwarded to Dr. Liu or Dr. Xu (overall coordinator).

Important Dates:

- Classes begin on Monday, June 10th
- No class on July 4th
- Quiet Period: July 28th–30th
- Final Week: July 31st–Aug. 2nd

- Grades due by 5PM Tuesday, Aug. 6th
- Students should consult Add/Drop regarding the last days to add or drop a class.

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. In this mathematics course accommodations are managed between the instructor, the student and DRC Testing Center. If you have been certified by the Disability Resource Center (DRC) as eligible for accommodations, you should contact your instructor to discuss your accommodations as soon as possible. Here are instructions for sending your Course Accessibility Letter to your instructor: https://www.purdue.edu/drc/students/course-accessibility-letter.php. Information about summer exam procedures can be found at http://www.math.purdue.edu/academic/courses/ada/.

Academic Honesty:
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 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 https://www.purdue.edu/odos/osrr/academic-integrity/index.html
Students caught cheating on an exam will get a zero on the exam and may get F in the course. All cases of cheating will be reported to the office of the Dean of Students. Students are encouraged to report to their professor

if they have knowledge that other students have cheated on exams, and the more evidence they can present the better. Students can also report issues of academic integrity that they observe anonymously, through the OSRR by calling 765-494-8778 or emailing integrity@purdue.edu.

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. For details, see the Academic Regulations and Student Conduct section of the University Catalog website. Absences outside of those covered by the University's excused class absence regulations are at the instructor's discretion. Purdue expects each student to be responsible for class-related work missed due to an unavoidable absence. Students should contact their instructors directly to discuss the absence and opportunity to complete missed coursework. This work may be made up at the discretion of the instructor.

Nondiscrimination Statement:
Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. For more information, please see Purdue's full Nondiscrimination Policy Statement.

Campus Emergency Information:
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.

Online Course Evaluations:
You will be provided an opportunity to evaluate this course and your instructors. You will receive an official email from evaluation administrators with a link to the online evaluation site. Your feedback is vital to improving educa-

tion at Purdue. We strongly urge you to participate in the evaluation system.