

# MA16010 Course Syllabus (Traditional)

## Fall 2024

**Prerequisite:** MA 15400 C- or better, MA 15800 C- or better, ALEKS score of 75% or above, SAT math score of 600 or above, or ACT math score of 26 or above.

**Textbook:** Students will have to purchase an access code for Achieve to do class assignments. Achieve also includes an e-book and videos. Please see the “About Achieve” document for details.

**Homework Access:** Online homework access through Achieve.

**Discussion Board:** We will use Piazza for online discussion.

**Calculator:** A scientific calculator with a one-line display is required. ONLY THIS TYPE OF CALCULATORS WILL BE ALLOWED. NO EXCEPTIONS. Recommended is TI-30Xa. If in doubt, please double check with your instructor. You are allowed to use but NOT to share the approved calculators on quizzes or exams.

**Homework:** Homework assignments will be assigned regularly. Each assignment is due at **11:59pm Eastern time** the following class day except the last homework. There are **35 homework assignments with 3 points each**. The **three lowest** homework scores will be dropped.

**Quizzes:** There will be **10 quizzes total with 10 points each**. The **lowest** quiz score will be dropped. Quizzes will be announced ahead of time, and they will be given in class. They will be closed book quizzes and students need to complete them independently. There will be no make-up quizzes. In extenuating circumstances, you may be exempted from a quiz.

**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.

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. Do not wait until after you take the exam to mention a situation to your instructor. Students cannot retake an exam.

**48-Hour Late Work Policy:** It is EXTREMELY important that students communicate with their instructors in a timely manner when they are not able to complete an assessment on time, which includes homework, quizzes, and exams. **Students need to make the first contact with their instructor regarding their situation within 48 hours (weekends and holidays included) after the assessment is due to be eligible for consideration for possible accommodation, unless they are not physically able to. This policy applies to ALL scenarios of late work.**

- **Documentation Required:** If a student has an extenuating circumstance for missing a deadline, we will do our best to make accommodations needed based on the situation. Students are expected to provide supporting documentation for missing the deadline. We drop the three lowest homework and one lowest quiz scores to account for situations where a supporting document might not be easily available.
- **First Contact with Instructor:** The first contact with the instructor can be very brief if the student is not in a position to explain the situation in great detail. The student does not have to include a supporting document, such as a doctor's note, 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 aware of the situation, and the contact has to be made within 48 hours after the assessment is due.

For example, HW 1 is due at 11:59pm on Wed, 8/21. If a student does not contact their instructor until after 11:59pm on Fri, 8/23, 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 the student thought the email was sent out, but actually it was not.
- **Accommodations:** If the student contacts their instructor about their extenuating circumstance **within 48 hours** after the deadline and provides the 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 (this quiz will not count towards the student's grade.)
  - **Exam:** A make-up exam will be scheduled for the student to take.
  - **Special Note about Missing an Exam:** If a student missed an exam with **no valid reasons** such as remembering the time or date wrong, the student will be given an opportunity to take a make-up exam with **a 20-point penalty**, provided that the student contacts their instructor within 48 hours after the exam.

**Extra Credit:** There will be 8 points of extra credit available for the semester. There will not be any other extra credit.

- Extra Credit 1 (2 points): Will be decided by each section instructor.
- Extra Credit 2 (2 points): Will be decided by each section instructor.
- Extra Credit 3 (2 points): Will be decided by each section instructor.
- Extra Credit 4 (2 points): Will be decided by each section instructor.

**Grades:** The course grade will be based on a total of 666 points.

Homework	96 points (3x32)
Quizzes	90 points (10x9)
Exam 1	96 points
Exam 2	96 points
Exam 3	96 points
Final Exam	192 points
Total	666 points

Final letter grades will be determined using the following grading scale. This grading scale has already incorporated a curve in it. There will not be any other curves. To ensure fairness to all students, we will **STRICTLY** follow the grading table below. No bump-ups will be given.

$\geq 97\%$	A+
88-96.9%	A
85-87.9%	A-
82-84.9%	B+
75-81.9%	B
72-74.9%	B-
69-71.9%	C+
61-68.9%	C
58-60.9%	C-
55-57.9%	D+
48-54.9%	D
45-47.9%	D-
$\leq 44.9\%$	F

**Office Hours:** Instructors will hold their office hours in their office or in the Math Resource Room. You are strongly encouraged to utilize the office hours if you have any questions or need any help.

**Section Changes:** During the first week of classes, you can make section changes yourself within myPurdue, and no signatures are required. From the second week until the deadline, you need to submit an electronic section change request on myPurdue. The last day to switch from a traditional (in-person) to the online section or vice versa is **Fri, 9/6**. The last day to switch between two traditional sections is **Tues, 10/22**.

**Course Drop:** During the first two weeks of classes, you can drop the course yourself within myPurdue, and no signatures are required. The course will not be recorded. From the third to the thirteenth week, advisor's approval is required and the course will be recorded with a grade of "W".

**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 a 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 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>.

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 7 business days in advance online at: <https://www.math.purdue.edu/academic/courses/ada>.

**Campus Emergency Procedure:** In the event of a major campus emergency, course requirements, deadlines, and grading policies are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Announcements regarding campus emergencies will be sent via course-wide emails and will be posted on Brightspace.

**Academic Dishonesty:** The Mathematics Department will not tolerate academic dishonesty of any sort. If academic dishonesty occurs, then grade penalties will be imposed, possibly to the extent of an "F" in the course. Additionally, all cases of academic dishonesty will be reported to the Office of the Dean of Students for disciplinary action (which may include probation, suspension, or expulsion). If you would like to report issues of academic integrity, you can report to the Office of the Dean of Students ([purdue.edu/odos](mailto:purdue.edu/odos)), call 765-494-8778, or email [integrity@purdue.edu](mailto:integrity@purdue.edu).

**Course Evaluations:** At the end of the semester, you will receive an official email from evaluation administrators with a link to online course evaluations. You will have two weeks to complete this evaluation. You are strongly encouraged to participate. Your feedback is vital to maintaining and improving the quality of education at Purdue University.

**Emergency Preparedness Summary:** There is a separate document about emergency preparedness. Here is a summary:

- If an alarm is heard inside a building, immediately evaluate the building. Get a safe distance from the building. Remain outside the building until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave or return to the building.

- If an alarm is heard outside a building, immediately seek shelter in a safe location within the closest building. These types of alarms may indicate a tornado, a civil disturbance, or release of hazardous materials in the outside air. Remain inside the building until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.
- In both cases above, you should seek additional clarifying information by all means possible such as through the Purdue University home page, email alert, TV, radio, etc.