Ground Rules for MA 165Spring 2025 PIN
Version: December 20, 2024

1. **Structure of Lectures and Recitation Classes**
   (1) **Lectures**:
   The instructors
   (i) Jacob Menix at 9:00 AM - 10:15 AM in IO 102
   (ii) Doan Vu Ngoc Le at 10:30 AM - 11:45 AM in IP 118
   deliver "in-person" lectures, each of which is 75 minutes long, on Mondays and Wednesdays (on a regular week, see "Assignment Sheet" for what happens on an irregular week due to an exam/holiday etc.).
   These two lectures on PIN should cover the contents of "3 lessons", each of which is 50 minutes long, given on MWF on PWL. How to split the contents of the 3 lessons on PWL into 2 lectures on PIN is determined by each instructor.
   You can see the more detailed schedule of lectures and the contents of ecah lesson on the files
   (a) **Assignment Sheet**
   (b) **List of Lessons**
   (c) **Lecture Plan**.
   • **Attendance**: Although we do not take attendance, understanding the content of each lecture by attending the lecture in person is REQUIRED.
   • **Supplemental Videos**: We will post (the links to) the supplemental videos of the lectures (made by Matsuki) on the Brightspace to help the students to understand the lectures better. However, watching the supplemental videos will NOT be accepted as a substitute for attending the lectures in person.
   (2) **Recitation Classes**:
   There is a 50-minute-long Recitaion Class every Friday administered by the same instructor as your lecturer.
   Physical Attendance Required: Attendance to the Recitation Class in person is REQUIRED.
2. **Information**
   All the key information will be posted in the announcement of the file
   Spring 2025 PIN MA 16500-001 LEC for Jacob Menix
   Spring 2025 PIN MA 16500-002 LEC for Doan Vu Ngoc Le
on the Brightspace.

3. **Schedule**

You can find the detailed schedule for the lectures, homeworks, quizzes, and exams on the

Assignment Sheet,

which is posted in the announcement of the file Spring 2025 PIN MA 16500-001 (or 002) LEC on the Brightspace.

4. **Textbook**

The textbook for MA 165 for Spring 2025 is **Calculus with Early Trancendentals by Briggs, et al. Pearson, 3rd edition**.

For more information on the textbook, see

Quick Student Guide to MyLabMath,

which is also posted in the announcement of the file Spring 2025 MA 16500-001 (or 002) LEC.

5. **MyLabMath**

(1) It is **absolutely crucial for the student to have his/her account in MyLabMath**, where all the records, including homeworks, quizzes, and exams are kept throughout the semester.
(2) The student should **buy an access code to MyLabMath**. For more details on how to buy an access code, we refer the students to "**Quick Student Guide to MyLabMath**".
(3) Please contact your instructor if you have any questions/inquiries regarding MyLabMath.
(4) **Overriding erroneous grading by compouter**: If you think the MLM computer made an error grading your homework/quiz and did not recognize your correct answer as such, please contact your instructor. He/She will look at your answer, and if it is correct, he/she will override the computer grading. If you have any other inqury about the homework/quiz, which is given as an assignment on MyLabMath, contact your instructor.

6. **Homework**

(1) **Format**: Homework is given as an assignment in MyLabMath, corresponding to each lesson. Therefore, on a regular week, there are 3 homework assignments.
(2) **Deadline**: Usually the deadline to turn in the MyLabMath homework is 11:59 PM on MWF on a regular week. The specific deadline for each assignment can be found on the MyLabMath. No extension of the deadline is allowed (except under some special circumstances).
(3) **Score dropping**: Two lowest scores of the homework assignments will be dropped at the end of the semester.
(4) **Piazza Forum**: Piazza Forum will be set and the students can post the questions regarding the homeworks there, starting on the 2nd week of the semester. Details about the Piazza Forum will be announced later.

7. **Quiz**
   (1) **Format**:
      (i) Every Friday you are supposed to work on a quiz, which is given as an assignment in MyLabMath, and submit your work online. The material to be covered in each quiz can be found in the Assignment Sheet. Your instructor will help you with the quiz during the Recitation Class.
      (ii) The quiz will become available at 12:00 noon on Monday (of the week of the corresponding Recitation Class), and will remain open until 11:59 PM on Friday (the day of the Recitation Class). The actual time you can work on the quiz is 120 minutes.
      Warning: A quiz does NOT show up in your MLM account until the very day it is assigned, while all the homework assignments you can see in your MLM account from the beginning of the semester. The detailed schedule for the quizzes can be found in the Assignment Sheet. The fact that you do not see a quiz until the day it is assigned can NOT be used as an excuse to skip a quiz.
      (iii) **You have an infinite number of attempts allowed to work on a quiz.** However, every time you renew your attempt, all the past answers you submitted will be erased and you have to start from scratch.
   (2) **Physical Attendance Required**: We will take physical attendance to the Recitation Class. If you do not attend the Recitation Class, then the score of the quiz you submit online will be brought down to 0 manually by your instructor.
   (3) **Collaborative nature of the quiz**: Our quiz is NOT a test, and you are encouraged to discuss the problems with your peer students and with your Recitation Instructor.
   (4) **Deadline**: The deadline to submit your work on the quiz is 11:59 PM of the day of the Recitation Class (Friday).
   (5) **Score dropping** One lowest score of the quizzes will be dropped at the end of the semester.
   (6) **NO Piazza Forum**: The students should NOT use the Piazza Forum to post the questions regarding the quiz problems.

8. **Exam**:
   (1) **Midterms** We will have 3 midterms, each of which is given during one of the Recitation Classes. The specific date of each midterm can be found in the Assignment Sheet.
   (2) **Final Exam** We will announce the date and place of the Final Exam as the time gets closer.
   (3) **Study Guide** For each exam, we will provide the Study Guide with the Example Problems. Most of the problems in the real exam will be extracted, possibly with different wording, numbers and/or with modifications, from the Example Problems.

9. **Office Hour**: For the detailed information on the office hour, ask your instructor.

10. **Grading Scheme**:
   (1) **Total score and weights**

   The course grade will be determined by the **Total Score**, calculated with weights as follows:

   Weights for the Total Score

Homework	200 points
Quizzes	100 points
3 Midterm Exams	$3 \times 100 = 300$ points
Final Exam	200 points
Total Score	800 points

   We have 33 MyLabMath homework assignments (two lowest of which will be dropped) and 11 quizzes (one lowest of which will be dropped) to be graded. The scores will be rescaled and calculated to fit into the weights announced above.

   (2) **Cut-Off Points**

   The letter grades will be determined according to the following cut-off points:

A^+	800 - 760
A	759 - 740
A^-	739 - 720
B^+	719 - 700
B	699 - 660
B^-	659 - 640
C^+	639 - 620
C	619 - 580
C^-	579 - 560
D^+	559 - 500
D	499 - 440
F	439 or below

NOTE and WARNING:

(i) At the end of the semester, if the distribution of the letter grades is way off the traditional one, we MAY LOWER the above mentioned cut-off points. We will NEVER RAISE the cut-off points.

(ii) The MLM score display is designed to exclude the pastdue assignments from the calculation by default, while their scores will be counted as zero at the end of the semester. We will try manually to adjust the scores of the pastdue assignments to be zero in the middle of the semester. However, we warn strongly that, if you have so many pastdue assignments that are excluded from the calculation done by the computer, the dispalyed score of your performance in MLM may be deceptively higher than your actual score.

11. **Late Registration and/or Transfer**: If you have not yet registered for the course but intend to, you should ask the instructor (the TA in Matsuki's section) you are attending to get you a MyLabMath account and you should start submitting the assignments. There is a two-week trial period for the MyLabMath account. After that, you will have to pay the (nonrefundable) access fee.

If you want to transfer from one section to another, you will have to ask the permission from the lecturer and notify the TA's (both of the old section and of the new one) of your transfer.

12. **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 welcome to let us know so that we can discuss options. You are also encouraged to contact the Disability Resource Center by email at drc@purdue.edu or by phone at 765-494-1247.

If you have already been certified for academic adjustments by the Disability Resource Center (DRC) or are awaiting certification, please follow the procedures below for your mathematics course.

Share your Course Accommodation Letter (CAL) with your instructor(s); instructions to do this can be found at

https://www.purdue.edu/drc/students/course-accommodation-letter.php

For all in-class accommodations, see your instructor before class, after class or during office hours to discuss your accommodations for the current semester.

For all exam-related accommodations, Stephanie Foster will email your Purdue email account within the first 2-weeks of class with instructions on how to schedule your accommodated math exams. If you do not receive an email after 2 weeks, first search your email for "foster80" as the email may have gone to spam folder. If you do not have an email from Mrs. Foster, then contact her at foster80@purdue.edu.

13. **Important Dates** In order to find the important dates, visit:
https://www.purdue.edu/registrar/calendars/

14. **Math Assistant Center** : The students are encouraged to utilize the Math Assistant Center (MAC) for help. The details for MAC (place and time) will be announced later.