

Ground Rules for MA 166 Spring 2025 PIN

Version: December 20, 2024

1. Structure of Lectures and Recitation Classes

ATTENTION: The structure of the lectures and the recitation classes for Prof. Le's sections and the one for Matsuki's sections are DIFFERENT.

Prof. Le's sections

(1) **Lectures:**

Prof. Le delivers the 2 “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/a holiday etc.), according to the following schedule:

300 9:00 AM - 10:15 AM at LD 010

302 1:30 PM - 2:45 PM at LD 010

The 2 lectures on Monday and Wednesday above on PIN, total of 150 minutes, should cover the contents of the “3 lessons”, each of which is 50 minutes long, also total of 150 minutes, given on MWF on PWL. How to split the contents of the 3 lessons on PWL into 2 lectures on PIN is determined by Prof. Le.

You can see the more detailed schedule of lectures and the contents of each 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 Recitation Class every **Friday** administered by Prof. Le, according to the following schedule:

300 9:00 AM - 9:50 AM at LD 010

303 1:30 PM - 2:20 PM at LD 010

• **Physical Attendance Required:** Attendance to the Recitation Class in person is REQUIRED.

Matsuki's sections

(1) Lectures:

Matsuki delivers the 3 “in-person” lectures, each of which is 50 minutes long, on **Mondays, Wednesdays, and Fridays** (on a regular week, see “Assignment Sheet” for what happens on an irregular week due to an exam/a holiday etc.), according to the following schedule:

KM 9:30 AM - 10:20 AM at LE 100

These 3 lectures on Monday, Wednesday, and Friday above on PIN, total of 150 minutes, should cover the contents of “3 lessons”, each of which is 50 minutes long, also total of 150 minutes, given on MWF on PWL.

You can see the more detailed schedule of lectures and the contents of each 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 Recitation Class every **Thursday** administered by Ian Michael Jackson and Abbas Shaikh, according to the following schedule:

101 9:30 AM - 10:20 AM by Ian Michael Jackson at ET 302

102 10:30 AM - 11:20 AM by Ian Michael Jackson at ET 302

103 12:30 PM - 1:20 PM by Abbas Shaikh at LD 020

104 1:30 PM - 2:20 PM by Abbas Shaikh at LD 020

- **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 MA 16600-300 LEC for Doan Vu Ngoc Le

Spring 2025 MA 16600-302 LEC for Doan Vu Ngoc Le

Spring 2025 MA 16600-KM LEC for Kenji Matsuki

in 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 MA 16600-300 (302 or KM) LEC in the Brightspace.

4. Textbook

The textbook for MA 166 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 16600-300 (302 or KM) 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) **All the questions/inquiries regarding MyLabMath should be directed to Prof. Le, if you are in one of Prof. Le’s sections, and to Ian Jackson and Abbas Shaikh if you are in one of Matsuki’s sections.**
- (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 Recitation Instructor, NOT your lecturer. He/She will look at your answer, and if it is correct, he/she will override the computer grading. If you have any other inquiry about the homework/quiz, which is given as an assignment on MyLabMath, contact Prof. Le, if you are in one of Prof. Le’s sections, and to Ian Jackson and Abbas Shaikh if you are in one of Matsuki’s sections.

6. Homework

- (1) **Format:** Homework is given as an assignment in MyLabMath, corresponding to each lecture.
- (2) **Deadline:** Usually the deadline to turn in the MyLabMath homework is 11:59 PM on the day of the following lecture. (For example, if the material of the homework is discussed on the lecture given on Monday, the deadline for that homework is 11:59 PM of Wednesday of the same week, when the following lecture is given. We may pick up and discuss some difficult problems in the assignment during the lecture, if time permits.) 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 if you are in one of Prof. Le's sections, and every Thursday if you are in one of Matsuki's sections, 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 Recitation Instructor (TA) will help you with the quiz during the in-person recitation class.
 - (ii) The quiz will become available at 12:00 noon on each Monday of the week of the corresponding Recitation Class, and will remain open until 11:59 PM on Friday of the week 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 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 Recitation 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 on Friday of the week of the Recitation Class.
- (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 50 minutes long. Each one will be given in one of the Recitation Classes (Friday), if you are in one of Prof. Le's sections, and in one of the Lecture Classes (Friday), if you are in one of Matsuki's sections. The exam will be administered on the same day (Friday) no matter whether you are in one of Prof. Le's sections or if you are in one of Matsuki's sections.

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 with modifications, from the Example Problems.

9. **Office Hour:** For the detailed information on the office hour, ask your lecturer/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, the displayed 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 TA of the 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. Math exams will be administered by either the Department of Mathematics or Purdue Testing Services, depending on the type of accommodation required.

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.