

MATH 1501 J3/J4/J5
FALL 2008
COURSE POLICIES AND EXPECTATIONS

1. COURSE AND TEACHING ASSISTANT INFORMATION

Course	MATH 1501 J3/J4/J5: Calculus I
Prerequisites	D or higher in MATH 1113 or SAT Math score of at least 550
Lecture	Allen K. Hoffmeyer (ahoff@math.gatech.edu)
Time/Location	MWF 2:05–2:55 pm in Howey Physics L4
Office Hours	MW 1:00–2:00 pm (tentative) and by appointment
Office	Skiles 251
Website	http://www.math.gatech.edu/~ahoff
Recitation Time	TR 2:05–2:55 pm
Location	Skiles 254 (J3), Skiles 243 (J4), and Skiles 246 (J5)
Required Text	Salas, Hille, and Etgen, <i>Calculus: One and Several Variables</i> , Tenth Edition

You are welcome to drop by my office any time to see if I am available to answer your questions. Office hours are *your time*, however, so I strongly encourage you to make use of them.

2. GRADING

Your grade in this course will be based on three categories of work: quizzes, tests, and the final exam. These categories and their approximate weighting are described below.

- (1) Quizzes will be given in recitation on a roughly weekly basis. They will (generally) not be announced in advance. Your lowest nonzero quiz grade will be dropped in computing your quiz average, which will be 10 percent of your final grade. If you miss a quiz for any reason, then there will be *no* make-up. If your absence is excused, then the quiz will simply not count and your cumulative quiz grade will be adjusted out of the proper number of quizzes. If you have three or more unexcused absences on a quiz, then you will receive a cumulative quiz grade of 0 in the calculation of your final grade. *Please note that any 0 you receive on a quiz will NOT be eligible to be dropped.* Please see the section entitled *Absences* to determine whether or not your absence will be excused.
- (2) There will be *three* exams given in recitation on the following dates: September 16th, October 23rd, and November 25th. These test dates are firmly set. Each test will count 20 percent of your final grade, making your tests worth 60 percent of your grade.
- (3) The final exam will be held (tentatively) on Wednesday, December 10th from 11:30 - 2:20 in our normal lecture room. It will be comprehensive and will count for 30 percent of your final grade.

All exercises on the quizzes and exams will be graded based on the following five-point scale:

- 5 Excellent work; no errors ($\sim A+$)
- 4 Good work with minor errors ($\sim A$)
- 3 Good work with more serious errors ($\sim B$)
- 2 Work reflects large gaps in understanding ($\sim C$)
- 1 Incomplete work with large gaps ($\sim D$)
- 0 No work, or unrelated work, or illegible

Your score on a multi-problem quiz, test, or exam will be the average of the scores on the individual problems, and should be interpreted according to the above scale. Your final grade in the course will be determined using the weighting described above based on this five-point scale. Do not interpret these scores as percentages! For example, if we have a test with five problems on it, and you receive scores of 2, 3, 5, 4, and 3, your average score on the test is 3.4, which is a B based on our scale, rather than being a 68%.

Reiterating, grades in this course will be determined using the following components, weighted roughly as indicated below:

Quizzes	10%
Test I (16 Sept 08)	20%
Test II (23 Oct 08)	20%
Test III (25 Nov 08)	20%
Final Exam (10 Dec 08)	30%

Final grades in this course, however, will be determined by the judgment of the instructor.

Absences and Make-ups. Attendance to lecture and recitation is vital for your success in this class. Therefore, attendance to every lecture and recitation is mandatory. Quizzes will be given randomly during the semester and missing three or more of the quizzes will result in a *zero* for 10 percent of your grade. This will cause the lowering of your grade by a whole letter grade! There are only two cases under which an absence will be excused. The first is if your absence is an approved Institute activity. **In this case, you *MUST* notify me (the instructor) and *NOT* your TA *BEFORE* the absence takes place (e-mail is probably the best way to alert me).** The second form of an excused absence is any absence not covered by the institute's policy. In this case, you still need to notify me as soon as possible. I will decide whether an absence is valid or not. These exceptions will be *VERY* rare, so you should assume that most reasons for an absence not covered by the Institute's policy will not be considered excused. Note, the quizzes are given randomly and so you must let me know of any absence before it happens. Emergencies will be considered on a case by case basis. The following is a short list (not all inclusive) of reasons that an absence will not be excused: family going out of town, overslept, forgot about exam. Make-up quizzes will **NOT** be given except as required by Institute policy in the case of absences due to participation in approved Institute activities. Documentation of the approved absence from the Office of the Registrar will be required prior to administering a make-up quiz. Make-up tests are *not* given under *any* circumstances. Any student with a valid reason for missing a test **must obtain permission from me, not a teaching assistant, well in advance of the test date.** In the case that an exam absence is excused, your final exam score will replace your missed exam score. Please let me know of any conflicts **immediately.** Please note that our final exam is on Wednesday of finals week. No student will be allowed to take the final exam outside the scheduled time except as established by Georgia Tech policy on conflicting exams. I encourage you to look over your final exam schedule now and ask me if you have any questions about conflicts.

Progress report grades. Each semester, students in 1000- and 2000-level courses receive progress report grades prior to drop day. This semester, these progress report grades are due on 26 September 2008. At that point in the term, you will receive a grade of S or U. A grade of S indicates that you are making satisfactory progress, and that if you continue on the same path you are likely to earn a grade of C or higher. A grade of U indicates unsatisfactory progress in the course at that time (equivalent to a D or F). Be aware that these grades will be based on a small amount of information (roughly five quizzes and one exam). I encourage you to consult with me and your TA often during the semester to remain informed on your progress.

3. HOMEWORK

Homework will be assigned for each section of the text we cover and posted on the course web page. While it will not be collected for grading, it is *essential* that you work problems in order to learn the material in this course. Mathematics is not a spectator sport! I encourage you to work as many problems as possible, whether they be additional textbook problems, problems from from other instructor's old tests, or other review problems that might be provided. If you have trouble with the homework problems, ask about them in recitation (that's what it's there for!) or come see me or a teaching assistant during office hours. The only way to learn mathematics is by getting your hands dirty, and you will only accomplish that in this course by solving homework problems.

4. POLICIES

- (1) Timeliness is expected. Class starts at 2:05 pm and ends at 2:55 pm. Late arrivals and early departures are disruptive to the class and are to be avoided except in emergency situations. If you must depart class early, please find a seat near the door in order to minimize disruptions.
- (2) Audible noises from cellular telephones and other electronic devices will not be tolerated. Please turn your phone and other electronic devices off or set them on silent before class begins. If your phone happens to ring during class, then **DO NOT** answer it or leave to answer it. If you have an emergency where you are expecting a phone call during class, then please let me know before class. Answering a phone during class will not be beneficial to your course grade.
- (3) Do not use your computer during class. There is no need to have a computer on during class, and any people ignoring this policy will be asked to turn off their computer or asked to leave for repeat offenders.
- (4) For all problems submitted for grading (quizzes, tests, exams, etc.), your final solution should be clearly marked, preferably by circling it or putting a box around it. You should show all your work, not just to receive partial credit in cases where your answer is not correct but also to support your answer and receive full credit when correct. **Correct answers that are not fully supported by work will generally not receive full credit.**
- (5) You are free to use any calculator or computer algebra system (*Mathematica*, MATLAB, *Maple*, etc.) on homework. Unless specified otherwise *in writing*, you may *not* use a calculator, computer, cellular telephone, personal digital assistant, or any other electronic or manual calculating device during a test, exam, or quiz.
- (6) If you have questions about the grading of an exam, you must return it directly to **me** within **one week** of the date the exam was handed back to the class. If you are not there to get your exam back when they are handed back to the class, then you do NOT get extra time. Please attach a separate piece of paper indicating the problem(s) you want regraded and the reasons you feel a regrade is appropriate. **Do not write anything on the test itself.** We reserve the right to retain photocopies of any and all exams prior to returning them to prevent regrade abuse.
- (7) You are encouraged to form study groups to work problems and enhance your understanding of the material. For exams and quizzes, unless otherwise specified *in writing*, you are to work completely alone without the aid of texts or notes.

5. ACADEMIC INTEGRITY

As I hope you are aware by now, Georgia Tech takes academic integrity very seriously. I ask that you review the Honor Code at <http://www.honor.gatech.edu/>. For this course, I encourage you to make use of any old exams, quizzes, and homework from previous incarnations of this course. The more problems you work, the more successful you will be in this course. Be aware that the exams you will see in this course will not be identical to exams given by other instructors in previous semesters. However, the old tests on the School of Mathematics website should serve as a good example of the type of questions you might expect on the tests. I'll be sure to clearly communicate the list of topics that will be covered on each test as it approaches.

Cheating on exams and quizzes via any means is unethical and unacceptable. Unless specified *in writing*, you are to work completely alone without the aid of notes or texts on exams and quizzes.

Behavior contrary to the above expectations will not be tolerated and will be handled via the appropriate channels. If you have questions regarding academic integrity policies in this course, talk to me or your TA. If you have other general academic integrity questions, you should consult with a member of the Honor Advisory Council, either during drop-in office hours (posted online at the address above) or by making an appointment through the Council's chair via email at honor@gatech.edu.

At all times, in all things you do in this course, please keep the Georgia Tech Honor Challenge in mind:

I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community.