



about it. At the end of the semester, the total of all online homework points will be *scaled* to **100 points** (your percentage  $\times$  100). **Late homework will not be accepted.**

**Written Homework, Group Work, and Quiz Grade (100 points):** At least once a week (and possibly daily), a group work assignment or quiz will be given during class. These are unannounced and you must be present for the whole class period to participate. In addition, there will be some written homework which must be turned in during class. The total for all these will be *scaled* to 100 points (your percentage  $\times$  100). Written homework cannot be turned in after it is due and there will be *no make-up* on group work assignments or quizzes. You will be allowed to drop your *three* lowest scores from this grade category.

**Make-Up Exams:** Make-up exams will be given only in extreme circumstances, if documentation for the absence can be provided and is verifiable. Valid reasons for make-up exams include:

- University activities (e.g. field trips, research presentations, athletic teams, etc.)
- Military obligation
- Jury duty or other mandatory court appearance
- Serious illness or injury
- Serious illness in immediate family (parent, sibling, spouse, son, daughter)

If you believe a make-up exam may be applicable, please take the following steps:

- Notify the instructor by e-mail at [wcopley@math.okstate.edu](mailto:wcopley@math.okstate.edu) prior to the missed exam (if possible), informing the instructor of the reason for missing the exam. Notification *after* the exam will only be accepted in an emergency situation. If you know several days in advance that you will miss an exam (jury duty, athletics, etc.), it may be possible to take an *early* exam.
- You must provide **appropriate documentation** to verify the absence.
- If a make-up exam is *not granted*, it will be necessary to use the final exam percentage score to replace the missed exam score.

**Course Evaluation:** Course grades will be determined according to the following distribution.

Homework (scaled)	100 points
Written Homework/Group Work/Quiz Grade (scaled)	100 points
Exams	<u>500 points</u>
TOTAL	700 points

A: 90% or higher 630-700 pts.	B: 80-89.5% 560-629 pts.	C: 70-79.5% 490-559 pts.	D: 60-69.5% 420-489 pts.	F: 59% or lower 0-419 pts.
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**Attendance and Courtesy:** Regular class attendance is expected. Common courtesy is expected. Here are a few things to remember:

- Be **on time**
- Be **attentive** during class
- Show courtesy to those around you by **not talking** to classmates
- **Remain in the room** the entire time (unless you are ill)
- **No electronic devices** (cell phones, laptops, tablets) may be used, except for calculators

**Cell Phone Policy:** Please do not use a cell phone during class time. This includes checking and/or responding to text messages. The use of cell phones or other electronic devices (except calculators) during exams is strictly prohibited and will be considered an act of academic dishonesty/misconduct.

**Incomplete Grade:** The grade of “I” is given to students who satisfactorily completed the majority of the course work and whose work averages “D” or better, but who have been unavoidably prevented from completing the remaining work of the course. The conditions, including appropriate time limits, for the removal of the “I” are indicated on the official class roll by the instructor. A condition that the student must repeat the course in order to remove the “I” is not permitted. The maximum time allowed for a student to remove an “I” is one calendar year.

**Academic Dishonesty/Misconduct:** Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627. Go to [academicintegrity.okstate.edu](http://academicintegrity.okstate.edu) for a short video on OSU’s academic integrity policy and additional information.

**Office of Student Disability Services:** (015 University Health Services) - According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Call 405-744-7116 or go to [www.okstate.edu/ucs/stdis/](http://www.okstate.edu/ucs/stdis/).

**Syllabus Attachment:** You are individually responsible for meeting university deadlines and for following university procedures. The general university syllabus attachment, containing much information of this nature, can be found on the Academic Affairs’ web site: <http://academicaffairs.okstate.edu/current-students/46-syllabus-attachment>

**Final Note:** Any changes in this syllabus will be communicated to you in class by the instructor.

*Tentative Class Schedule, MATH 1613, Spring 2013*

<b>Wk</b>	<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>
<b>1</b>	<b>Jan. 7</b> Syllabus, Intro, 1.1	<b>Jan. 9</b> 1.1, 1.2	<b>Jan. 11</b> 1.2, 1.3
<b>2</b>	<b>Jan. 14</b> 1.3	<b>Jan. 16</b> 1.4	<b>Jan. 18</b> 1.4
<b>3</b>	<b>Jan. 21</b> <b>MLK Holiday</b>	<b>Jan. 23</b> 2.1	<b>Jan. 25</b> 2.3
<b>4</b>	<b>Jan. 28</b> 2.3	<b>Jan. 30</b> 2.5	<b>Feb. 1</b> 2.5
<b>5</b>	<b>Feb. 4</b> Review	<b>Feb. 6</b> <b>Exam 1</b>	<b>Feb. 8</b> 3.1
<b>6</b>	<b>Feb. 11</b> 3.2	<b>Feb. 13</b> 3.2	<b>Feb. 15</b> 3.3
<b>7</b>	<b>Feb. 18</b> 3.3	<b>Feb. 20</b> 4.1	<b>Feb. 22</b> 4.1, 4.2
<b>8</b>	<b>Feb. 25</b> 4.2	<b>Feb. 27</b> 4.2	<b>Mar. 1</b> 4.3
<b>9</b>	<b>Mar. 4</b> 4.3	<b>Mar. 6</b> 4.4	<b>Mar. 8</b> 4.4
<b>10</b>	<b>Mar. 11</b> Review	<b>Mar. 13</b> <b>Exam 2</b>	<b>Mar. 15</b> 5.1
	<b>Mar. 18-22</b> <i>Spring Break</i>	<b>Mar. 18-22</b> <i>Spring Break</i>	<b>Mar. 18-22</b> <i>Spring Break</i>
<b>11</b>	<b>Mar. 25</b> 5.1	<b>Mar. 27</b> 5.3	<b>Mar. 29</b> 5.3
<b>12</b>	<b>Apr. 1</b> 5.3	<b>Apr. 3</b> 6.1	<b>Apr. 5</b> 6.1, 6.2 <i>W Drop/Withdraw Deadline</i>
<b>13</b>	<b>Apr. 8</b> 6.2, 6.3	<b>Apr. 10</b> 6.4/6.5	<b>04/12/13</b> 6.4/6.5
<b>14</b>	<b>Apr. 15</b> Review	<b>Apr. 17</b> <b>Exam 3</b>	<b>Apr. 19</b> 7.1
<b>15</b>	<b>Apr. 22</b> 7.2	<b>Apr. 24</b> <i>Review for Final Exam</i>	<b>Apr. 26</b> <i>Review for Final Exam</i>

**Final Exam:** Wednesday, May 1, 4:00-5:50 p.m., CLB 203