**Class Information and Policies**

**Math 160, Fall 2015**

**Professor:** Kurt Ludwick, 108 Devilbiss Hall, keludwick@salisbury.edu, 410-543-6549.
Office Hours: MTWF 9-9:50 AM, R 10-12 AM

**Course Textbook**: “Applied Calculus for the Managerial, Life, and Social Sciences: A Brief Approach,” by Tan; Brooks/Cole, Cengage Learning, 10th edition, custom edition with WebAssign.

**Calculator**: A TI-83/84 (or comparable) is required. You are expected to bring it to all class meetings.

**Class Meeting Times**: This class will meet Mondays, Wednesdays, and Fridays, 1:00-1:50 PM, in HS 113.

**Tests:** There will be three or four tests, plus a final exam. These tests will be weighted roughly equally, and altogether they will count for 80% of your semester average going into the final exam. Test dates will be announced in class at least a week ahead of time. The cumulative final exam will be given Friday, December 18, from 1:30-4:00 PM, as per the [Salisbury University Final Exam Schedule](http://www.salisbury.edu/registrar/Calendar/examschd.html).

There are no re-tests in this class. If you must miss one of the tests, let me know beforehand, and (if possible) provide written verification for your excuse. If I decide that your excuse is acceptable, then your grade on the missed test will be determined by your performance on the final exam, homework assignments, and/or whatever others factors I determine to be appropriate. See below ("Evaluation") for details on how the final exam is factored into your course grade.

**Homework:** There will be frequent homework assignments. Some assignments will be collected and graded; these will be clearly identified as "collected homework." However, the majority of your homework will be administered online via WebAssign.

WebAssign (online) Homework: WebAssign assignments will be given on each section of the textbook that we cover in class. Once we introduce a section in class, you will have a limited period to complete the corresponding WebAssign assignment. You will be allowed multiple attempts at each problem, and you will get feedback on incorrect answers. The point of these assignments is to provide you with feedback, so it’s okay to try problems multiple times. In particular, finding problems that particularly challenge you will indicate content areas where you need to spend more time; also, you are welcome and encouraged to ask about such problems by email and/or in class.

Your cumulative score on WebAssign Homework will be based on your average score on these assignments over the course of the semester. WebAssign Homework will count for 10% of your semester grade going into the final exam.

More information on WebAssign, including instructions on how to register, can be found through the “Homework” link on the class web page.

Collected Homework: Occasionally, specific problems will be assigned as collected homework, rather than on WebAssign. The work you turn in for collected homework assignments is expected to be neat, legible and well organized, and it must be done according to instructions. (For example, all work must be shown, and written explanations must be provided where indicated). If your collected homework is difficult to read, is poorly organized, or is not done according to instructions, then it will be returned to you ungraded.

Each collected assignment will be graded according to a “check” system, which is based primarily on whether you made a sincere effort to complete the assignment.

A checkmark (or “check”) grade indicates that the assignment was adequately done – not necessarily that it is entirely correct, but rather that you made a reasonable attempt, showed your work and/or explained your answers, and clearly put an appropriate amount of time and effort into the assignment.

A check-plus indicates superior work – that is, your answers are entirely (or almost entirely) correct and well explained, with all necessary work shown. Also, a check-plus requires that the above policies on neatness, legibility, etc. are followed. (For example – an assignment on which all answers are correct and well justified, but which is difficult to read or otherwise sloppy, will receive only a check rather than a check-plus.)

A check-minus indicates inadequate work that is only minimally acceptable but inadequate due to low quality of work and/or what appears to be insufficient timed and effort spent on the assignment.

Homework that is unacceptable – that is, which shows little to no effort, or is completely disorganized and/or impossible to read – will be returned ungraded. In this case, you will receive no credit for the assignment.

Late homework may or may not be accepted, at my discretion. In many cases, the homework will be discussed in class on the due date; in such cases, late homework cannot be accepted.

Collected homework will count for 10% of your semester average going into the final exam. Adequate work (“checks”) on all collected homework assignments would give you the full 10 out of 10 possible percentage points towards your semester average going into the final exam. Plusses will increase your score, while minuses will decrease your score. (Homework that is not turned in, or is not accepted as described above, will have a much larger negative effect than a check-minus).

Quizzes: I *may* decide to give occasional quizzes during the semester. These quizzes may or may not be announced ahead of time. Quiz scores, if any, would be incorporated into your collected homework score.

**Attendance**

**Attendance is mandatory and expected at all class meetings.** You are responsible for all material covered in class, including assignments and test dates. If you know that you must miss a particular class meeting, let me know ahead of time, and make sure to get the notes and assignments from me or from a classmate.

**Checking the class web page is not a substitute for attending class.** I try to keep the web page up to date, but that is not my top priority. If you miss something, "it wasn't on the web page" is not a valid excuse.

Grade Penalty: You may miss up to five class meetings without penalty. For each recorded absence after your fifth, your semester average (going into the final exam) will be reduced by 2% per absence.

For the purposes of this policy, being late to class may (at my discretion) count as half an absence, and being late after accumulating five absences may result in a 1% semester average penalty. This part of the policy will be enforced only for students who are habitually late to class, and only after a warning about excessive tardiness has been given.

Notes on this policy:

* The five “free” absences should NOT be interpreted as permission or encouragement to miss a certain number of classes. Ideally you will not have any absences at all – or, at the most, a very small number of absences due to circumstances beyond your control (illness, emergency, travelling with sports teams, etc.).
* In extreme cases (family emergency, serious illness or injury, etc.), this grade penalty may be reduced or removed, at my discretion, based on extenuating circumstances. This option is possible if, and only if, you communicate with me in a timely manner about the reason for your absences.

**Evaluation**

Your semester average up to, but not including, the final exam, will be a weighted average based on your test scores (80% total), online homework (10%), and collected homework (10%).

Once your semester average is calculated, your grade for the course is determined by your letter grade on the final exam, as indicated by the Course Grade Table (see below). On the table, your semester average (not including the final) indicates your row of the table; your letter grade on the final exam then determines your overall grade for the course.

Here is a list of possible final exam grades, with explanations as needed. All percentage ranges/estimates take into account any “curve” that may be used in scoring the exams.

* A+ – requires a 100% score (curved) on the final exam
* A – 90-99% score
* B – 80-89%
* C – 70-79%
* D – 60-69%
* E – 40-59%. This is technically a failing grade for the exam, but for the purpose of calculating course grades, I distinguish between an E – which indicates *some* degree of preparation and understanding of course content, even if not at a passing level – and an F.
* F – less than 40%. This grade is given to a student who demonstrates a complete lack of preparation. This is counted as the equivalent of not showing up for the final exam at all.

**COURSE GRADE TABLE**

|  |  |
| --- | --- |
|  | COURSE GRADE |
| Average going into the final exam  | A | B | C | D |
| High A (95%-100%) | C | E | F | --- |
| Low A (90%-94%) | B | E | F | --- |
| High B (85%-89%) | A | D | E | F |
| Low B (80%-84%) | A+ | C | E | F |
| High C (75%-79%) | --- | B | D | E |
| Low C (70%-74%) | --- | A | D | E |
| High D (65%-69%) | --- | A+ | C | E |
| Low D (60%-64%) | --- | --- | B | D |
| High F (50%-59%) | --- | --- | --- | D |
| Low F (0% - 49%): F for the semester, regardless of final exam grade. |

Examples:

Suppose you have an 83% average going into the final. This would put you in the "Low B" row of the table, which means (reading across that row of the table) that you could earn an A for the course by getting an A+ on the final exam. If you did not get an A+ on the final, then you would need at least a C on the final exam to get a B for the course. If you did not get a C or better on the final, then an “E” on the final would give you a C for the course. The "F" in the next column indicates that if you failed the final exam, you would still get a D for the semester.

Suppose you have a 99% average going into the final. This would put you in the "High A" row of the table. This row indicates that you would get an A for the course as long as you earned a C (or better) on the final exam. However, if somehow you didn't get a C or better on the final exam, then an “E” on the final would still give you a B for the course. An F on the final would drop you all the way down to a C for the course.

Suppose you have a 72% average going into the final. The "Low C" row of the table indicates that an A on the final exam would give you a B for the course; otherwise, a grade of D or better on the final would give you a C for the course. The "F" in the last column means that even if you fail the final, you will get a D for the course.

**Grade Notification**

I intend to periodically post grades on MyClasses. To find out where you stand in the course, consult MyClasses or (preferably) come to my office to discuss your grades confidentially. At the end of the semester, I intend to post final exam and course grades on MyClasses as soon as quickly as possible.

**Collaboration**

Students are encouraged to form study groups, and to discuss any problems from the text that are not being turned in as graded homework. However, for *graded* homework assignments, you should be working on your own. If you turn in an assignment with your name on it, you are asserting that what you have turned in is your own work. I take academic integrity seriously; see the "Academic Integrity" statement below.

**Academic Integrity**

Unless specifically instructed otherwise, you are to do your own work on all tests, homework assignments, and quizzes. A student who is caught cheating on any graded assignment will receive a zero on that assignment, and may (at my discretion) receive an F for the course as well. If you receive an F for the course due to academic misconduct, you will not be permitted to withdraw to avoid the F on your grade report. For more details, please read the University policy on academic misconduct: [http://www.salisbury.edu/provost/AcademicMisconductPolicy.html](https://webmail.salisbury.edu/owa/redir.aspx?SURL=wlpkfIHkxyOTvbluNFlcA4A6aYpdiMZV8vQMheKYIJcAjZxsE6_SCGgAdAB0AHAAOgAvAC8AdwB3AHcALgBzAGEAbABpAHMAYgB1AHIAeQAuAGUAZAB1AC8AcAByAG8AdgBvAHMAdAAvAEEAYwBhAGQAZQBtAGkAYwBNAGkAcwBjAG8AbgBkAHUAYwB0AFAAbwBsAGkAYwB5AC4AaAB0AG0AbAA.&URL=http%3a%2f%2fwww.salisbury.edu%2fprovost%2fAcademicMisconductPolicy.html" \t "_blank)

**Electronic Device Policy**

Any device capable of receiving calls, text messages, etc. is to be turned off and kept out of sight during class meetings - particularly during tests.

Computers and/or tablets *may* be used during class meetings (except during tests, at which time they are prohibited). Any such use during class must be appropriate to the classroom environment (e.g. taking notes, or finding a web page that is relevant to current class discussion). If your activity is inappropriate and/or distracting to any of your classmates, then you will be asked to discontinue using your device for the rest of the class meeting.

Repeated violations of this policy may result in a grade penalty, at my discretion.

**Tutoring**

Free one-on-one tutoring is available from our departmental tutors in room 117 Henson. No appointment is necessary! For more information, visit the Tutoring Center page at [http://www.salisbury.edu/mathcosc/tutor](http://www.salisbury.edu/mathcosc/tutor/), or drop by the room to see the posted schedule. If you need help and I am not available, I encourage you to visit the tutoring center for assistance.

**Disability Support Services**

If you require an accommodation in this course, based on the impact of a documented disability, contact me as soon as possible to arrange for a meeting to discuss accommodations. For further information on disability accommodations, contact the Office of Student Disability Support Services (Room 263 Guerrieri Center) at 410-677-6536 (voice), 410-543-6083 (TTY), or by email at disabilityservices@salisbury.edu.

**Henson School Course Repeat Policy**This course is subject to the Henson School Course Repeat Policy. The short version of this policy is that a student is allowed only two attempts (the original, plus one repeat) for any Henson course without special permission. For more details, visit the Henson Course Repeat Policy page at <http://www.salisbury.edu/henson/advising/course_repeat_policy.html> .

If you have any questions about the class policies or about the course in general, please send me an email or drop by my office to ask. In particular, please address any questions or concerns about the class policies during the drop-add period (i.e. the first week of classes).

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8/30/2015