**Class Information and Policies**

**Math 210, 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**: “Discrete Mathematics: A Brief Introduction,” by Dr. Shannon, 2014; available only through the Salisbury University bookstore. (The 2012 edition of the text is also acceptable.)

**Calculator**: Due to the nature of this course, calculators will rarely, if ever, be required for in-class activities or tests. Therefore, no particular calculator is required or recommended for this course.

**Class Meetings**: This class will meet Mondays, Tuesdays, Wednesdays, and Fridays in 109 Henson Hall.

**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 75% 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 17, from 8:00-10:30 AM, 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." Other homework assignments will not be collected; however, sometimes I will check before class to make sure that you have completed (or, at least, made a sincere effort to complete) the assignment. Homework will count for 25% of your semester average going into the final exam.

For collected homework problems, you will be expected to write a thorough solution; your work should be legible, neat and organized, and it should show all of the necessary steps to solve the problem, and/or (if a proof is required) a clear, concise, logical argument. For collected homework, you may find it necessary to write more than one draft for each problem -- just as you would do for a writing assignment in a composition class. This is normal. Don't expect to write down a perfect solution on your first attempt.

The work you turn in for collected homework assignments is expected to be neat, legible and well organized. If your collected homework is difficult to read or is poorly organized, then it will be returned to you ungraded. If more than one sheet of paper is being turned in, make sure your name is on each page, and fasten your pages together with a staple or clip.

Homework Grading: Each collected homework 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 and clearly put an appropriate amount of time and effort into the assignment.
* A check plus indicates very good work – that is, your answers are entirely (or almost entirely) correct and well explained, with all necessary work shown.
* A check double-plus (two plus signs) indicates truly excellent work. This grade will (probably) be rare.
* A check minus indicates work that is not bad, but is not quite considered adequate for one reason or another. (This is comparable to a “D” grade.)
* A check double-minus (two minus signs) indicates poor work that is only minimally acceptable. It indicates that you have failed to complete the assignment adequately but are still getting some credit for making an effort. This grade will (hopefully!) be rare.
* Finally, homework that is unacceptable – that is, which shows little to no effort, or is completely disorganized and/or impossible to understand – will be returned ungraded. In this case, you will receive no credit for the assignment.

Numerical interpretations of these grades, which will be used to compute your collected homework assignment score at the end of the semester, are as follows:

* A “check” grade will count as 80% or your test average, whichever is higher.
* Each “plus” will increase the value of a “check” score by 10% (with a maximum of 100%)
* Each “minus” will decrease the value of a “check” score by 15% (with a minimum of 50%)

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 probably cannot be accepted.

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 seven class meetings without penalty. For each recorded absence after your seventh, 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 seven 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 seven “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 (75% total) and homework (25%).

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)

**Supplemental Instruction**A supplemental instruction (SI) leader, Geordan Neukum, has been assigned to this course. Geordan is a senior computer science major with a minor in mathematics; he earned an A grade in Math 210, and he has also been very successful in his subsequent courses. He will attend class meetings and organize out-of-class study sessions during the semester (which you are strongly encouraged to attend). Please feel free to talk to me or to Geordan for more information about supplemental instruction.

**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.

**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.

**Disability Support Services**

If you require an accommodation in this course due to the effects of a documented disability, contact me as soon as possible to arrange for a meeting to discuss accommodations. In particular, see me For further information on Salisbury University’s disability accommodations, visit the Disability Support Services website: <http://www.salisbury.edu/students/dss/>.

**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).

Kurt Ludwick (keludwick@salisbury.edu)

8/30/2015