Math 1114 - Fall Semester, 2013 - Course Policies

Instructor Information:

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Student Information:

- It is very important that you check for any announcements on the course homepage at least once a day. Also, check your (vt.edu) e-mail daily. These are the only ways for me to reach all students at the same time with course updates and deadline reminders. You are responsible for all announcements.
- If you need adaptations or accommodations because of a disability (learning disability, attention deficit disorder, psychological, physical, etc.) or if you have emergency medical information to share with me, please make an appointment with me as soon as possible.

Course Information:

- Math 1114 is a self-paced course that responds to individual learning styles. Online course material includes modular lessons, recorded lectures, practice and graded quizzes, and proctored exams. You will attend an initial class meeting during the first week of classes and then work at your own pace subject to meeting weekly deadlines for the remainder of the semester.

Resources:

There are many resources available to you if you are having trouble with the course:

- You can get help at the Emporium.
  - See me during my scheduled hours at the Emporium.
  - Ask for help from the Instructional Assistants at the Emporium.
- Get to know other students taking Math 1114 and arrange to review the materials together.
- Send me an e-mail message with your concerns. If you have questions about a course topic, it is usually best to use one of the other resources mentioned above. However, if you have specific questions that can be easily answered through e-mail, please feel free to contact me. When appropriate, including a screenshot with your email message can be extremely helpful.

Grading Policies:

<table>
<thead>
<tr>
<th>Final Course Average</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100%</td>
<td>A</td>
</tr>
<tr>
<td>90-91%</td>
<td>A-</td>
</tr>
<tr>
<td>88-89%</td>
<td>B+</td>
</tr>
<tr>
<td>82-87%</td>
<td>B</td>
</tr>
<tr>
<td>80-81%</td>
<td>B-</td>
</tr>
</tbody>
</table>
The Final Course Average will come from 3 sources: Graded Quizzes, Proctored Exams, and the Comprehensive Final Exam. All individual scores on graded work will be converted to percentage scores. Then these percentage scores will be used to calculate your Final Course Average using the following criteria:

- Graded Quiz Average contributes 15%.
- Proctored Exam Average contributes 65%.
- Comprehensive Final Exam contributes 20%.

**Quizzes:**

- There are two types of quizzes.
- Both types of quizzes are randomly generated from the same pool of questions.

  **Practice Quizzes:**
  - In the Practice Problem System you have unlimited access to practice problems, working through one question at a time. You may work as many as you wish from any computer with Internet access. To prepare to take your Graded Quiz, you should work practice problems until you feel that you are ready to take your Graded Quiz.
  - In the Quiz and Test System you have four Practice Quizzes for each Graded Quiz, accessible from any computer with Internet access. Each Practice Quiz has six questions, as do the Graded Quizzes. The scores for the Practice Quizzes that you take will be recorded, but the scores will have no effect on your grade. I may consult these records to help advise you on your progress.

  **Graded Quizzes:** You may take each of the 15 Graded Quizzes one time before the deadline date and time that appears to the right of the quiz link in the testing system for that quiz. Graded Quiz 0 has 20 questions. All other graded quizzes, Quizzes 1-14, have six questions each.
  - Graded Quizzes are accessible from any computer with Internet access.
  - Your scores on Graded Quizzes will count in your final course average. See the Deadlines section below for details.

**Exams:**

- **Proctored Exams**
  - Each Proctored Exam consists of 18 problems in multiple-choice format covering the same material as the corresponding Practice Quizzes and Graded Quizzes.
  - You may take each of the 4 Proctored Exams one time before the deadline date and time that appears to the right of the link for each exam.
  - Proctored Exams are only accessible from the computers in the Proctored Computer Area of the Math Emporium.
All 4 of your Proctored Exams will count in your Proctored Exam Average. Additionally, your percentage score on the Final Exam will replace the one lowest percentage Proctored Exam score if the Final Exam percentage score is higher.

- **Comprehensive Final Exam:**
  - The Final Exam consists of 25 problems in multiple-choice format covering all course content.
  - You may take the Final Exam one time before the deadline.
  - The Final Exam is only accessible from the computers in the Proctored Computer Area of the Math Emporium.

**Deadlines:**

- **Deadlines for Graded Quizzes and Exams will be strictly enforced.** You can find your deadline for graded work by logging into the Quiz and Test System and viewing the "Must Be Started By" date and time that appears to the right of the link for each graded quiz or exam. As implied by the "Must Be Started By" statement, the deadline is the latest time that you can begin your graded work.
  - **Proctored Exams:**
    - Deadlines for all Proctored Exams may be extended for illnesses or emergencies only if official written documentation is provided to your instructor. Please contact your instructor before the deadline and explain your circumstances.
  - **Graded Quizzes:**
    - Deadlines for Quiz 0, Quiz 13 and Quiz 14 may be extended for illnesses or emergencies only if official written documentation is provided to your instructor. Please contact your instructor before the deadline and explain your circumstances.
    - Deadlines for Graded Quizzes 1-12 will not be extended for any reason. This includes illness, emergencies, and human error (for example, accessing the wrong quiz by mistake or misplacing your Virginia Tech ID card). The lowest 2 scores from Quizzes 1-12 will be dropped at the end of the semester. You will also have the opportunity to drop up to 2 additional quizzes from Quizzes 1-12. Two voluntary course surveys will be sent out to all students during the semester, and for each survey filled out, you will have one more dropped quiz added to your total number of dropped quizzes. All students will have at least 2 dropped quizzes and by filling out the course surveys, can have up to 4 dropped quizzes. For situations involving University documented illness or emergencies that result in missing 2 or more consecutive Graded Quizzes, please contact your instructor.
  - More details about testing can be found from the **Quizzes** and **Proctored Exams** links on the left side of the Math 1114 Homepage. This includes the Honor System and Calculator Policies.