Math 2114 – Class Policy and Information  Fall  2017

CRN  85433  2:00 p.m.  on TR  in Hold Aud  
CRN  85422  3:30 pm. on TR  in McB 129

Instructor: Margaret McQuain  Office: McBryde  543  Office Phone: 231-8277
  e-mail: mmcquain@vt.edu  Instructor’s web page: http://www.math.vt.edu/people/mcquain

Main Departmental Class Page for math 2114:  http://www.math.vt.edu/courses/math2114

Office Hours:  M – TH  from 10am till 12pm or by appointment.

Tutoring: Free tutoring is available at the Emporium  http://www.emporium.vt.edu/emporium/courseinfo.html
Paid tutoring in the math department  http://www.math.vt.edu/people/schmalej/tutors/home.php


(If you purchase the WebAssign access code only, it includes access to the online version of the textbooks and is less expensive than purchasing the book+code bundle.)

Special Arrangements and Accommodations.  If you have a documented disability, medical emergency information or special needs, in order to evacuate the building in an emergency, please see me as soon as possible.

Posting Site:  All information and homework sheets will be found on my personal homepage.  http://www.math.vt.edu/people/mcquain  (Please check my “Class Information” page daily)

Attendance: You will meet two 75-min. lecture sessions per week in a class room. You are responsible for missed classes and announcements. Be sure to check your e-mail and the Class Information sites daily. Attendance will be taken and will count 2% of your total grade. Studies show that poor attendance often indicates poor grades.

Class Courtesy: In consideration of your fellow classmates please follow the guidelines below:
  1)  Do not bring meals to class. You may bring drinks with lid and snacks such as granola bars.
  2)  Do not use computer or phone in this class except for note taking only.
  3)  Do not leave and enter the class during lecture except for an emergency situation. Take care of personal business before class. If you must leave class early then sit close to the door.
  4)  Do not talk during lecture unless it concerns topic under discussion or if you have questions.

Homework & Quizzes/Class work/WebAssign Problems/: Each student is expected to follow up each class lecture by reading the assignment and completing the assigned exercises. You will have homework to do by-hand, using technology as needed for computation.  In the homework, all questions must be answered in complete sentence form. Work handed in must be neat and readable. Be sure to show all work to get full credit. The homework grade is determined from the following: pop quizzes, announced quizzes, in class work, take-home work based on the problems from the assignment sheet, and WebAssign problems. No late work will be accepted without my consent and not after graded work has been handed back. Course Information will be found at http://www.math.vt.edu/courses/math2114

Final Exam: Your final exam is Common Time on Dec 20 @ 7:45am – 9:45am. Exam rooms will be announced later.  No one is excused from the final exam.  Make your travel arrangements accordingly. Conflicts are discussed below. The final exam is a required class meeting that will not be rescheduled for discretionary reasons, including conflicts with work schedules, conflicts with classes and exams at other colleges, and travel plans.
Specific testing information: There will be three tests and a common time final exam. There will be no make-up test unless I decide that your situation warrants consideration due to circumstances beyond your control. The final Exam will replace one lower test grade.

GRADING SCALE:
Final grades will be based on a 10 point scale with + or – grades assigned at your instructor’s discretion. A 90% will guarantee an A - , 80% will guarantee a B -, 70% will guarantee a C -, and 60% will guarantee a D -.

WebAssign (5%), Class work and Homework (13%), and attendance (2%) 20%
Tests (3) (20% each) 60%
Final Exam 20%
Total 100%

Grade Appeal: You have one week after work is returned to appeal your grade. No appeal will be considered after this time allotment.

From the Math Department: If you are not on the class roll that comes out after the last "add" date (about the fifth day of class), you should immediately check your schedule at a terminal or at the registrar's office and start attending the proper section. For no foreseeable reason (computer and registrar personnel mistakes included) will you be allowed to stay in the wrong section or to drop the section for which you are actually enrolled. You will not be placed on the roll for any section just because you have been attending that section.

Honor Policy: All assignments, tests, and quizzes submitted will be considered graded work and must be completed on an individual basis. Homework may be discussed with other students as well as with the instructor. However, in writing up an assignment to be handed in, each student works alone (without other students or other students’ papers) and certifies that what is written accurately represents the student’s own understanding of the material expressed in the student’s own words. In working, or in preparing to work, homework problems, students may not consult partial or complete solutions of the problems that have been prepared by anyone else. The prohibited solutions include, but are not limited to, solutions by current or former teachers or students at VT or elsewhere, whether these solutions are posted on the web or available from other sources. The honor code applies to all graded work in this course. If you have any questions about how the honor code applies to a particular situation, it is your responsibility to ask.

The Undergraduate Honor Code pledge that each member of the university community agrees to abide by states:
“As a Hokie, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”
Students enrolled in this course are responsible for abiding by the Honor Code. A student who has doubts about how the Honor Code applies to any assignment is responsible for obtaining specific guidance from the course instructor before submitting the assignment for evaluation. Ignorance of the rules does not exclude any member of the University community from the requirements and expectations of the Honor Code.
For additional information about the Honor Code, please visit: https://www.honorsystem.vt.edu/

Honor Code Pledge for Assignments:
The Virginia Tech honor pledge for assignments is as follows: “I have neither given nor received unauthorized assistance on this assignment.”

The pledge is to be written out on all graded assignments at the university and signed by the student. The honor pledge represents both an expression of the student’s support of the honor code and an unambiguous acknowledgment that the student has, on the assignment in question, abided by the obligation that the Honor Code entails. In the absence of a written honor pledge, the Honor Code still applies to any assignment.
All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Honor Code. All projects and homework assignments are to be completed individually unless otherwise specified. Commission of any of the following acts shall constitute academic misconduct. This listing is not, however, exclusive of other acts that may reasonably be said to constitute academic misconduct. Clarification is provided for each definition with some examples of prohibited behaviors in the Undergraduate Honor Code Manual located at https://www.honorsystem.vt.edu/

A. CHEATING
Cheating includes the intentional use of unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise, or attempts thereof.

B. PLAGIARIISM
Plagiarism includes the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof.

C. FALSIFICATION
Falsification includes the statement of any untruth, either verbally or in writing, with respect to any element of one's academic work, or attempts thereof.

D. FABRICATION
Fabrication includes making up data results and recording or reporting them as your own. Fabrication is submitting documents as your own.

E. MULTIPLE SUBMISSION
Multiple submission involves the submission for credit – without authorization of the instructor receiving the work – of substantial portions of any work (including oral reports) previously submitted for credit at any academic institution or attempts thereof.

F. COMPLICITY
Complicity includes intentionally helping another to engage in an act of academic misconduct or attempts thereof.

G. VIOLATION OF UNIVERSITY, COLLEGE, DEPARTMENTAL PROGRAM, COURSE, OR FACULTY RULES. The violation of any University, College, Departmental, Program, Course or Faculty Rules relating to academic matters that may lead to an unfair academic advantage by the student violating the rule(s).