Math 1205 – Class Policy and Information Fall 2012 Course Policy

CRN 94162  9:05 a.m. on MWF in McBryde 226
CRN 94175  10:10 a.m. on MWF in McBryde 204
CRN 94165  12:20 p.m. on MWF in McBryde 209

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

**Main Departmental Class Page for 1205**: http://www.math.vt.edu/courses/math1205

**Office Hours**: MWF: 11:15am till 12pm; T: 9:30am till 11am and 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

**Text**:  *University Calculus (2nd ed.)* by Hass, Weir, and Thomas

**Prerequisites**: 1) You must have had Trigonometry  2) You must have a passing grade in the Calculus readiness test administered by the math department or you must have a B in 1015, 1016 or 1536.

**Disabilities**: Any student that has a documented disability and will need an accommodation because of a disability, please make an appointment to see me during my office hours. Appropriate testing facilities will be provided.

**Posting Site**: All information and work 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 three 50-min. lecture sessions 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 3% of your total grade. Studies show that poor attendance often indicates poor grades.

**Homework Quizzes/Class work/Emporium Quizzes**: 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 calculator 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 and take homework based on the problems from the assignment sheet. No late work will be accepted with out my consent and not after graded work has been handed back. Information about Emporium Quizzes will be found on the 1205 Department homepage

Testing: There will be three tests given. All sections will take these tests at the same time. This information can be found on the 1205 Department homepage. Tests will be Sept. 26, Oct. 31, and Dec.5 at 7-8 p.m.

**Final Exam**: Your final exam is Common Time on Dec 14 @ 4:25pm – 6:25pm. Exam rooms will be announced later. No one is excused from the final exam. Make your travel arrangements accordingly.

**Specific testing information**: As indicated above there will be three common time exams and a common final exam. The locations of each exam will announced at a later date on the Department Math 1205 page. Typically they will not be in your usual class room. You must take each exam at the specified date and time. If you have a verifiable conflict with the scheduled testing time, an alternate starting time that same evening will be provided. No other alternate or make up exam will be given. If it is to your benefit, your grade on the final exam will replace your lowest exam grade. The Final Exam is a required class meeting for all students and will not be rescheduled for discretionary reasons, including conflicts with work schedules or classes and exams at other colleges.
**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 -.

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Line quizzes (16%)</td>
<td>35%</td>
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<tr>
<td>Class work and quizzes (16%)</td>
<td>16%</td>
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<tr>
<td>Attendance (3%)</td>
<td>5%</td>
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<tr>
<td>Tests (3)</td>
<td>45%</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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**Honor Policy:** The Virginia Tech Honor Code applies to all graded work in this course. Students are responsible for understanding and adhering to the Honor Code. Among other things, the Honor Code prohibits giving or receiving unauthorized aid, assistance, or unfair advantage on academic work, and it prohibits plagiarism. Under the Honor Code, it is the responsibility of each student to consult with his/her teacher, if necessary, to ensure that the student understands exactly how the Honor Code applies to each piece of graded work.

The inclusion in an assignment of work (from any source) done by someone whose name does not appear on the assignment or the inclusion of the reproduction (by any means) of such work is a violation of the Honor Code unless this inclusion is accompanied by a full citation identifying the source and this inclusion is used in a way explicitly authorized by the teacher.

The following statements identify the assistance that is authorized on assignments in this course:

1) **Tests and quizzes:** (including those given in class, as take-home assignments, and as final exams). Prior to or on each test or quiz the teacher will identify what aids and sources of information students may use while working on the test or quiz. No other aids or sources of information are permitted.

2) **Other work collected and graded for credit:** Students may consult books and notes, and students may discuss homework assignments with other people. Copying a solution from any source is prohibited. The assignment that a student hands in must be the product of the student's own understanding of the material.

3) **Group assignments:** The rules that apply to homework assignments apply to group assignments except for the following rules governing interaction within each group. The members of a group may freely share all of their work on a group assignment with other members of their group. A student's name on a group assignment signifies both that the student contributed significantly to the work on the assignment and that all of what is written on the assignment accurately represents the student's own understanding of the material.

**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.