

General Policies for Mathematics Classes

Instructor: Richard Mercer

ACADEMIC DISHONESTY: Academic dishonesty means representing work as your own when it is not. This includes, but is not restricted to, copying from another student's paper during an exam, direct copying of homework, plagiarism, and use of unauthorized aids during an exam. The minimum penalty for cheating is a zero on the exam or assignment in which it occurred. Disciplinary actions are also possible. *Do not gaze at another student's paper during an exam for any reason.* Avoid seating yourself where you have an unobstructed view of another student's paper.

CALCULATORS: Students are expected to have a scientific calculator, and to bring them to class and to exams. In particular calculators with graphing capabilities are required for all sections of MTH 229, 230, 231, 232, and 233. Use of calculators during exams is permitted unless otherwise announced.

COMMON FINALS: Students in MTH 126, 127, 128, 129, 130, 228, 229, and 230 will have common final exams. A common final will be in a different room and at a different time than normal. I will give you the room number late in the quarter. The common final will probably be written by committee and graded jointly.

CONTACTING ME: The following methods are available for contacting me: (1) Send me email at richard.mercer@wright.edu (work) or richard.mercer@mindspring.com (home/weekends); (2) Call my office (775-2191); (3) Call the Mathematics and Statistics Department office (775-2785) and ask to leave a message; (4) Place a message in the box on my office door.

DISABILITY SERVICES: If you intend to use the proctoring service provided by Disability Services for exams, please let me know at the beginning of the quarter, and be prepared to discuss your disability with me. It is your responsibility to make arrangements with them well in advance of exam dates.

DROPPING: If you drop the class during the first three weeks, there will be no record of the class on your transcript. If you drop before the end of the seventh week, a grade of "W" will be recorded, which will have no effect on your grade point average. Students who do not complete the course without properly withdrawing, or do not take the final exam, will receive a grade of "X", which counts as an "F" for calculating grade point averages.

EMAIL: All registered WSU students are given a computer account; to pick up your account, go to 025 Library Annex with a picture ID. You should check your email regularly.

EXAMS: All exams (except common finals) will take place in the room in which class sessions are held. Midterm exams will take place during scheduled class times, and finals during the scheduled final exam time as listed in the Class Schedule. Dates for exams will be given at the beginning of the quarter.

Please try to be at least 5 minutes early on exam days. Usually you will have to *provide your own paper* for the exam. The exam questions will be on a separate sheet which you should not turn in, but keep for future reference. Unless otherwise announced, all exams will be *closed book*, meaning that no reference materials of any kind are permitted. Electronic devices other than calculators and watches may not be used without explicit permission, in particular cell phones are not permitted. You should always bring a *photo ID* to exams, especially final exams where they are *required* by departmental policy.

It is the student's responsibility to be present at all exams. If the student is unavoidably absent for an exam, some accommodation may be made, *not necessarily a makeup exam.*

Illness or Accident: These can be valid reasons for missing an exam, but you must contact me as soon as you are able, ordinarily within 48 hours, or you may receive a zero.

Business Trip, TDY or other unalterable commitment: These may be accepted as valid excuses for missing exams, but *only if you make arrangements in advance.* DO NOT make travel plans that conflict with the final exam!

If you miss an exam, do not discuss the exam with other students, and be prepared to take the exam the day you return to school. Be prepared to document your excuse if requested. A student who misses an exam without a valid reason can expect to receive a zero.

GRADES: At the beginning of the quarter I will publish the percentages for determining your final grade. Each exam, project, etc. will have its own grading scale, and the grading scale for the course will be determined by combining these to form an overall scale; details are available on the web site. *I reserve the right to give a grade no higher than your highest exam grade.*

If you want to discuss the grading of an exam question, you must do so within *one week* of the exam. Always keep your exam papers and homework papers until you receive your course grade. *Do not call the mathematics office concerning your course grade.* To find out your grade when the course is over, send me email requesting me to reply with your grade, or use Wings to check your grade.

Your course grade is based only on your performance in the course. Please do not ask me to give you special consideration because of personal problems or career objectives.

HOMEWORK: Homework should be done on 8 1/2" x 11" paper only. Do not use ink colors other than black or blue. When turned in, it should be stapled with your name, section, and the assignment number written on the front. Homework papers should be reasonably neat and organized and all work required to solve the problem should be shown. Late homework may not be accepted without advance notice. *DO NOT submit homework to the department office or my mailbox;* if you do the homework will be marked late regardless of when it was submitted. Students are encouraged to work together on homework, discuss solution methods, and compare solutions. However direct copying of another student's homework is not acceptable.

Grading homework is a way of motivating and giving credit for work done. *It is not a correction service. There is no obligation on the part of the grader to catch or correct your errors -- that is your responsibility.*

INCOMPLETES: The grade of I (Incomplete) is rarely given, and is only appropriate for students who have completed most of the course with a passing grade but are prevented from completing the course by illness or accident.

OFFICE HOURS: Office hours are the times when I am committed to be in my office and available for questions. I am often available at other times. You can always ask when I'm free, or drop by and see if I'm available. Regular office hours are not valid during final exam week.

PLACEMENT: Are you in the right class? If you received a "D" (or an "F") in the previous class, it would be wise to repeat that class before moving forward. If this is your first math class in a year or more, expect to do some extra review work to prepare yourself. Have you satisfied the prerequisites for this course? Are you sure this course is required or appropriate for your major program? If you think you may be in the wrong course, say so, and we can talk about alternatives.

STUDYING: If you want to do well in this course, plan now to work hard. The standard rule of thumb is to spend two hours studying for each hour in class, but this can vary quite a bit depending on the course and the student.

WEB: I make a web page for each course. My home page is http://www.math.wright.edu/People/Richard_Mercer/.

REM 01/2007