Exams and Assignments: All exams and assignments should be neat, legible, and written in complete sentences.

Exams: There will be two one-hour in-class exams during the semester. They are tentatively scheduled for:

February 24,
April 7.

Makeup exams are allowed only for sanctioned university activities or legitimate emergencies and only with written documentation. If you feel that your situation warrants a makeup exam, please check with me as soon as possible to request one.

Calculators will not be permitted on the exams.

Final Exam: The final exam for this course will be

Monday May 1 at 3:30PM.

It will be cumulative. Calculators will not be permitted on the final exam.

Homework: Two types of homework will count towards your grade:

1. Online homework using WeBWorK will be assigned and due roughly three times per week (in the evening on Tuesday, Thursday, and Sunday). Late online homework will not be accepted. The URL for the WeBWorK system is

   https://webwork.as.uky.edu/webwork2/MA213HS16/

   Your university username is your WeBWorK username and you university id number is your password. Change your password as soon as possible.

   If you are unable to complete a web homework assignment on time because of a documented emergency or illness, the assignment can be made up or it will be excused and not counted towards your final grade. If you have a scheduled absence (travel or authorized university absence), you must still submit the web homework by the deadline.

2. There will be written assignments to be turned in on Thursday at the beginning of your recitation section. Selected problems will be graded each week. Late assignments will not be accepted without a documented excuse. Your lowest homework score will be dropped.

   I encourage you to discuss assignments with other students, but your solutions must be written up independently. See the discussion of academic integrity on the next page.

   Additional homework problems from the textbook will be assigned regularly. While these additional problems will not be handed in or graded, you are responsible for the material that they cover, and it is strongly recommended that you complete them.

   Written assignments and the additional problems will be listed on the course website.

   Quizzes: You will have written quizzes most Thursdays in recitation. Without an excused absence, quizzes cannot be made up. Your lowest quiz score will be dropped.
Grades: Final grades will be determined using the following distribution:

<table>
<thead>
<tr>
<th></th>
<th>Percentage of course grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final exam</td>
<td>30</td>
</tr>
<tr>
<td>Exam 1</td>
<td>20</td>
</tr>
<tr>
<td>Exam 2</td>
<td>20</td>
</tr>
<tr>
<td>Homework</td>
<td>20</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
</tr>
</tbody>
</table>

Final grades will be assigned according to the standard scale.

<table>
<thead>
<tr>
<th>Course Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>E</td>
<td>below 60%</td>
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</tbody>
</table>

Classroom Demeanor: Turn off all cell phones or other electronic devices prior to entering the classroom. An attitude of respect for and civility towards other students in the class and the instructor is expected at all times.

Attendance: Class attendance is expected of all students.

Excused Absences: Students need to notify the professor of absences prior to class when possible. Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit reasonable cause for nonattendance by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.)

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per Senate Rule 5.2.4.2, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences: Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Academic Integrity: Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website:
A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see http://www.uky.edu/Faculty/Senate/ for the current set of Senate Rules) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else’s work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student’s assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Accommodations due to disability: If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

January 5, 2017