Grading and Coursework

Grades

Grades are based on your performance at the end of the term according to the grade breakdown on each item as outlined below. No extra weight will be given for effort, trying, etc. Grades are usually assigned using the standard grading scheme (i.e. with no curve) but this is subject to change at any time. Any curve or other grade changes will be announced on HuskyCT.

Grade Breakdown

Below is the planned grade breakdown for the term.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Homework</td>
<td>5%</td>
</tr>
<tr>
<td>Participation</td>
<td>5%</td>
</tr>
<tr>
<td>In-class Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Exam I</td>
<td>20%</td>
</tr>
<tr>
<td>Exam II</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>35%</td>
</tr>
</tbody>
</table>

The grade breakdown may be changed or altered at anytime during the term.

Online Homework

Online Homework will usually be assigned on WebAssign through HuskyCT and will be due most Sundays at 11:59PM. Problem sets on WebAssign are organized by section. Each assignment will be posted a few days before it is due, so you should have enough time to complete it. Most problems will have a limit of five attempts to prevent random guessing. No extra attempts will be given. You are free to work together on homework; however, each person is responsible for their own work.

Please be careful when submitting your answers on WebAssign. Only the last submission for a problem will be graded even if a previous submission is marked correct. There are no exceptions to this rule. Some questions have multiple parts and if you answered one part correctly and the answer is altered, even if done accidentally, the question will be marked incorrect.

In general, no extensions will be given on WebAssign. This means that extensions will not be given for, but are not limited to, any of the following reasons: computer malfunctions, forgetting about the assignment, having another assignment due at the same time, running out of time, having a mild short term illness such as a cold, etc. Homeworks that are past due cannot be made up. However, since situations can occur and you may not be able to complete the assignment for various reasons, the lowest three sections from the term will be dropped.

Participation

Part of this grade is based on the student’s contribution to the learning environment in the classroom. The remaining part may also be based on in-class worksheets that are handed out to be done during class time.
These worksheets will not be assessed one the correctness of the work, but rather on the completeness and participation in class.

Note that absences may affect the student’s participation grade. However, if a student were absent and the instructor reduced the grade, this reduction would be due to lack of class participation, not the student’s absence.

In-class Quizzes

In class quizzes will be given most every Monday in class. Quizzes will be based on the most recent homework assignment that has been submitted. In-class quizzes cannot be made up for any reason.

Also note that in-class pop quizzes may be given at any time. They may cover any topic that has been covered in the course up to that point. If you are not in class and miss a pop quiz, it cannot be made up.

Since situations can occur and you may miss an in-class quiz or may not perform as well as you would have liked, the lowest two in-class quizzes from the term will be dropped.

Exams

There will be two midterm exams and a final exam during the term. The are on the following dates:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>Friday, October 7</td>
</tr>
<tr>
<td>Exam II</td>
<td>Friday, November 18</td>
</tr>
<tr>
<td>Final Exam</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Please see the list of topics for the material that the exam will cover. The midterm exams will be given in-class during class time. The final classroom date, time, and location will be announced by the university at some point during the term.

If an emergency circumstance comes up (see below) and you cannot take an exam, you must inform the instructor before the beginning of the exam.

Final Exam

The final will be cumulative (please see the list of topics covered). The final exam will be two hours long at a time scheduled by the registrar. (Please see their website for exact dates, times, and locations). No early exams will be given.

If an emergency circumstance comes up and you cannot take the final exam, please see the instructions below.

Returned Work and Grading

You should receive back all of your exams, quizzes, and other assignments in class in a timely manner, usually within one week. Your scores will be recorded online so you will have an up to date score available to you. If you are unable to collect your assignment it will be available in the instructor’s office and may be collected during office hours. Uncollected work that has not been collected from after a reasonable amount of time (about two weeks) may be recycled.

Errors

Since errors may occur, it is your responsibility to keep an independent accurate record of all your grades. If there is an error or your score is not recorded correctly, please bring in the original graded assignments and the instructor will gladly fix it. No copies or scanned attachments will be accepted. If the assignment is online, please email your instructor the exact problem and what the issue is. All errors must be brought up before the last day of class to be corrected. After this date no scores will be changed.

Though much effort has gone into ensuring there are no incorrect answers for assignments, occasionally they do occur. If you are sure there is an error with an assignment, please contact the instructor as soon as
possible letting them know about the error. If you did spot an error you will receive high accolades from both your instructor and your peers. However, if after an investigation it is determined that there is no error you will receive no credit for that problem.

Disputes

On the day you get back an assignment, exam, or quiz you will be given some time to look it over. If there is a dispute in the grading please come talk to your instructor privately after class explaining the issue. If you cannot meet after class or if you would like to meet at another time, please give your exam to your instructor to hold until there is a mutually agreed upon time to discuss it.

If the dispute warrants taking a closer look, the instructor will collect the assignment and will hand it back to you once a determination has been made. Note however that we reserve the right to look over your entire assignment and your score may go either up or down.

All disputes must be brought to the attention of the instructor before the assignment leaves the room with you. Once the it leaves, you accept the grade given and will not be able to dispute it.

Grade Reports

Instructors of 1000 and 2000-level courses notify the Registrar by the end of the sixth week of the semester of students who appear to be in danger of earning D, F, U or N grades. The Registrar alerts the students, their advisors, and others, such as the First Year Programs Office, as appropriate, via the University’s e-mail system. These reports are not part of the permanent record. They are designed to be of diagnostic aid to the student. If a student is doing unsatisfactory work, the full responsibility for improvement is left to the student. The student is strongly advised, however, to confer with his or her advisor, with the instructors concerned, and with others qualified to assist him or her in improving his or her standing in the University. At the end of each semester, students may view their grades on the Student Administration System.

Extra Credit

There is absolutely no extra credit given in this class. There are no exceptions, please do not ask.

Materials

Textbook

There required textbook for the course is

Applied Finite Mathematics by Edmond C. Tomistik & Janice L. Epstein

WebAssign

We will be using WebAssign for online quizzes and homework problems throughout the semester. You must access WebAssign through HuskyCT. If you try to access it through WebAssign directly, you may encounter an error.

You can purchase the bundled version of the textbook from the UConn Bookstore. Alternatively, you may also purchase a WebAssign access code directly from WebAssign and obtain a copy of the text elsewhere.

If you have not purchased a WebAssign code (either in the bundled textbook or directly from WebAssign), for the first two weeks of class, you should be able to log into WebAssign through HuskyCT to complete your assignments. However, after this grace period ends if you have not purchased a WebAssign code, you will not be able to log in. To be very clear, if you have not purchased a WebAssign code by the end of two weeks, your access will be cut off and will not be able to complete any future assignments (any assignments you completed before will remain unaffected). If after the first two weeks you do purchase a WebAssign code, your access will be restored and you will be able to complete any future assignments. However, any assignments that are passed due, will not be able to be completed.
There is no class code for this course and if you are asked for one, please login through HuskyCT. Also note that you should use the Chrome or Firefox browser. Since WebAssign is run by a third party if you have any difficulties with it, please direct all your inquiries to them.

Calculators

A scientific or financial calculator is allowed for all exams, quizzes, and homework as long as the calculator cannot do algebraic manipulation. Please note, you may NOT use a graphing calculator for this class. You may also not use a tablet, phone, or computer as a calculator. Using these devices on an exam may result in your exam receiving a grade of 0.

Calculators may be randomly checked to see if there are any programs stored in memory. No alphanumeric formulas stored as programs are allowed. Discovery of such material will result in serious consequences. Sanctions can include, but are not limited to, a letter sent to the Dean of Students of the University; a grade of 0 on the assignment, quiz or exam; a grade of F for the course.

Class Policies

Visitors

Only students enrolled in the class (or attempting to enroll in the class during the first two weeks) may attend class. If you are not enrolled, you may be asked to leave. Also, please no animals unless it is a service animal.

Canceled Classes

If class is canceled (for inclement weather or other emergency) you will be notified either by the instructor and/or by the university as early as possible. If class in canceled all in-class assignments or quizzes will be due at the next class meeting. Exams scheduled for that day will be given at the next class meeting. If there are any further instructions, these will be posted on HuskyCT. However, all online assignments (online homework and online quizzes) will still keep their original due date. No extensions will be given for online assignments unless otherwise noted on HuskyCT.

Excused Absences

In some limited instances you may request an excused absence. For instance, excused absences may be granted for religious or cultural holidays or class field trips or professional conferences. If you do have a valid excused absence, please inform the instructor as early as possible in writing (an email is fine) informing them of any days you plan to miss. Documentation for your absence may be requested. You should contact the instructor well in advance your your absence – at least two weeks before. Please note however that just because you have requested an excused absence, it does not mean that one will automatically be granted. The decision to excuse an absence is entirely up to the discretion of the instructor. For instance if your absence is occurring frequently and it is causing you to miss a lot of class time, you may not be granted an excused absence.

If your absence is excused, it is your responsibility to contact the instructor to discuss if and when any missed work will be made up. In general if you are allowed to make up work for a missed assignment, you will need to be complete all make up work within five days of the original absence; however, earlier deadlines may be given.

No notes will be provided for any of the days that you miss. Please contact one of your classmates if you wish to copy their notes.

This policy does not apply to online assignments. There will be no excused absences for online assignments and all online assignments will keep their original due dates.

Note that in general the following are not considered valid reasons to be granted an excused absence: sleeping through an exam or quiz, having a mild short term illness such as the cold or headache, scheduling
conflicts, not being prepared, being stuck in traffic, family vacations, having an event (e.g. wedding) to attend, etc.

Note that this policy does not apply to the final exam (see below).

Emergency Circumstances
An emergency circumstance is a circumstance beyond anyone’s control that occurs randomly, without warning, and can not be anticipated. If you have an emergency situation, it is expected that you will contact the instructor as soon as possible before the assignment, class, or exam. Documentation may be requested to verify your situation.

Note that in general the following are not considered an emergency circumstance: having to attend a sporting event, sleeping through an exam, being unprepared, having other assignments or exams due at the same time, being stuck in traffic, having a family vacation or other event (e.g wedding) to attend, computer problems, etc.

Emergency Circumstances for Exams (Not the Final)
Sometimes an emergency circumstance may mean that you must miss an exam. It is expected that you will contact the instructor before the beginning of the exam if an emergency circumstance happens. If you are unable to make this make up exam or the make up exam is not given, your final exam grade may replace the exam that you miss. However, this is entirely up to the discretion of the instructor.

Note that this policy does not apply to the final exam.

Emergency Circumstances for the Final Exam
A student who is prevented by sickness or other unavoidable causes from completing a scheduled final assessment must apply to the Dean of Students or designee for validation that will authorize the student’s instructor to give a substitute assessment. A student whose absence is excused by the Dean of Students or designee shall have an opportunity to complete a substitute assessment without penalty. A student whose absence from a scheduled final assessment is not excused in this way shall receive a failure for this assessment.

Rescheduling Final Exams
A student whose schedule includes three final examinations in one calendar day or three final examinations in consecutive time blocks spanning parts of two consecutive days, or four examinations in two consecutive calendar days, may request a make-up examination in place of one of the three scheduled examinations. The Dean of Students Office will select one of the examinations for rescheduling and will notify the instructor. Please contact the Dean of Students Office or student advising for more information. Please note, this policy only applies to the final exam and does not apply for Exam I or Exam II. Exam I and Exam II must be taken on the assigned dates.

Final Grades
Great care is taken when determining final grades. Once grades are submitted to the registrar they are final. Grades will only be changed in limited circumstance such as if there is a computational or clerical error. No retroactive grade changes will be given.

Students with Disabilities
The Center for Students with Disabilities (CSD) at UConn provides accommodations and services for qualified students with disabilities. If you have a documented disability for which you wish to request academic accommodations and have not contacted the CSD, please do so as soon as possible.
Working with the CSD we are happy to make reasonable accommodations to any students with disabilities. Though you are under no obligation to do so, if you wish to discuss with me any special needs you may require, please feel free to speak with the instructor privately either via email or during office hours.

If you disability is not documented through the CSD, please contact them directly. Without documentation from this office no alternative accommodations are able to be provided.

**Academic Integrity**

All students are bound to follow the [UConn Student Code](http://provost.uconn.edu/syllabi-reference), including the rules of [academic integrity](http://provost.uconn.edu/syllabi-reference). All infractions will be reported to the Dean of Students and disciplinary action including expulsion from the university may occur. In addition other sanctions may be implemented and can include, but are not limited to, a grade of 0 on the assignment, quiz or exam or a grade of F for the course.

**Citations**

Portions of this document have been taken from policies of the University Senate, the Office of Institutional Equity, the Office of the Provost, and Community Standards. See [http://provost.uconn.edu/syllabi-reference](http://provost.uconn.edu/syllabi-reference) for more information.

*This document is subject to change at any time during the term. Last updated: August 31, 2016*