

MATH 322 SECT 2  
Spring 2015 Course Policy and Information

Last revised: January 13, 2015

Instructor: Kevin Lin  
Course web page: <http://math.arizona.edu/~klin/322>  
Office hours: see course web page

**Text.** Advanced Engineering Mathematics by *Erwin Kreyszig*, Tenth Edition

**Attendance.** You are expected to be familiar with the University Class Attendance policy as it appears in the General Catalog. If you miss a class, it is your responsibility to keep informed of any announcements, syllabus adjustments, or policy changes. *You must attend class during the first two weeks of the semester; you will be dropped from the course if you do not. If you need to miss class during the first two weeks but wish to stay in this section, contact me now.*

**Grading.** Your grade in the course will be based on the following:

- Quizzes and written homework (20%)
- 3 midterms (45%)
- Final exam (35%)

**Quizzes and homework.** I will assign written homework from the text. Weekly quizzes will be given based directly on the homework. I may also collect some of the homework; this will be indicated in advance.

There are no make-up quizzes, but I will drop up to 2 lowest quiz scores if it improves your quiz average.

**Exams.** There will be 3 in-class midterm exams. The dates are on the course calendar (see the course web page).

In general, there are no make-up exams, and if you miss an exam, you will receive a zero on that exam. In unusual circumstances beyond your control, make-up exams may be given at the discretion of the instructor on a case-by-case basis. The lowest exam score will be dropped if it helps your overall score.

If there is even a *chance* you will miss at least one exam, *please let me know now*.

**Final Exam.** The final exam will take place on Friday, May 8, from 10:30am - 12:30pm. Location TBA.

**Electronic devices.** Unless otherwise stated, NO ELECTRONIC DEVICES OF ANY KIND, INCLUDING CALCULATORS, ARE ALLOWED DURING IN-CLASS QUIZZES & EXAMS.

**Academic integrity.** You are expected to behave in accordance with the Student Code of Conduct and the Code of Academic Integrity. University policies can be found at <http://deanofstudents.arizona.edu/policiesandcodes>.

You are encouraged to work together on homework, *but any work you submit (including WebAssign) must be your own*. All assignments are due at the stated date and time unless you obtain prior permission from the instructor. No collaboration of any kind is allowed on quizzes.

**Standard for written work.** On written homework assignments, quizzes, and exams, you are expected to *write clearly and legibly*: If your answer cannot be deciphered, you will not receive credit (even if it may be correct). Unless otherwise stated, you should *show your work and explain what you're doing*. Finally, *partial credit is given only for partially correct solutions*. Points will not be given for reciting random facts.

**Disabilities.** If you anticipate issues related to the format or requirements of this course, please see me as soon as possible (**no later than Tuesday, 8/31**) to discuss ways to ensure your full participation in the course. If formal, disability-related accommodations are necessary, it is very important that you register with Disability Resources (621-3268; <http://drc.arizona.edu>). Accommodations will be made on a case-by-case basis.

**Withdrawing.** If you withdraw from the course by Jan. 28, the course will be deleted from your enrollment record. If you withdraw by March 31, you will receive a grade of *W*. The University allows withdraws after March 31 but only with the Dean's signature. Late withdraws will be dealt with on a case by case basis. Requests for late withdraw without a valid reason may or may not be honored.

**Incompletes.** The grade of *I* will be awarded if *ALL* of the following conditions are met:

1. You have completed all but a small portion of the required work.
2. You have scored at least 50% on the work completed.
3. You have a valid reason for not completing the course on time.
4. You agree to make up the material in a short period of time.
5. You ask for the incomplete before grades are due (which is 48 hours after the scheduled time for the final exam).

**Policy changes.** The instructor may adjust this course policy as needed. Such changes will be announced in class and posted on the course web page. It is your responsibility to be aware of these changes.