Lecturer/Instructor: Ms. S. Griffin

Office Location: C545 Wells Hall
Office Phone: (517) 353-7821 (There is voicemail.)

Office Hours:
Monday 2:00 PM – 3:00 PM
Tuesday 12:00 noon – 1:00 PM
Wednesday 2:00 PM – 3:00 PM

Appointments available upon request.
I will NOT be available (even by email) after NOON on Fridays.

Instructor email: griffin@math.msu.edu or griffi17@msu.edu

Math home page: http://www.math.msu.edu/

Look under “Undergraduate” heading for links to Class Pages, the Math Learning Center and WeBWorK.

Lecture/Location: MW 12:40 PM – 1:30 PM 1345 EB (ENGINEERING)

TAs:
Adam Bolton boltona5@msu.edu
Sections 2 and 7

Eric Matych matycher@msu.edu
Sections 3 and 6

Dana Schrauben schrau37@msu.edu
Sections 1 and 5

All recitations are on Thursday. Check course data for section times and location.

TEXT:

CALCULATOR:
The recommended calculator is TI-83+ or its equivalent (such as TI84 or TI84+). Calculators such as the TI89, TI-NSPIRE, Voyage 200, TI92, TI92+, HP49G, HP49G+, HP50G, Casio algefx2.0, algefx2.0pls or laptop, handheld, desktop and palmtop computers are NOT to be used for any graded assignment in this course. The use of cell phones, PDAs, ‘Blackberries’, ‘head sets’, or any other wireless device in classroom during assessments(exams/quizzes) is specifically prohibited.
TEXTBOOK HOMEWORK:
See course schedule for textbook assignments. These will NOT be graded but will help you gain an understanding of the concepts in each section. The problems on the course schedule are the MINIMUM required to cover the course content. Additional problems will be added when deemed appropriate by the instructor.

ONLINE HOMEWORK:
- There will be twelve graded 12 point ONLINE homework assignments.
- Nine of the assignments have 12 problems worth 1 point each.
- Three of the assignments have 24 problems worth ½ point each.
  (Note: WeBWorK will show a score between 0 and 24, you must ½ that score on those three assignments.)
- You will be given 1 to 5 chances on a problem. The number of tries is indicated on each problem.
- The ten highest homework grades will count toward the course grade.
- The two dropped scores will accommodate homework missed due to illness, low academic performance, personal issues, etc.
- The online homework will be generated by WeBWorK.
- The cost of math 114 WeBWork this semester is $30.
- WeBWorK homework will be due on scheduled Fridays no later than 11 PM (see schedule).
- Math 114 does NOT have due dates for 75% credit!
- See: http://www.math.msu.edu/webwork/

EXAMS/QUIZZES:
- There will be four 100 point exams and eight 20 point quizzes given in your assigned recitation.
- Please see course schedule for the TENTATIVE testing dates. Any changes in the syllabus or in the scheduling of exams/quizzes will be announced during lecture and/or recitation.
- Bring your MSU identification with you to recitation.
- Each quiz will be given the last 20 to 25 minutes (according to instructor’s decision) of recitation on the scheduled day.
- The lowest two quiz grades will be dropped. The two dropped scores will accommodate for quizzes missed due to illness, low academic performance, event attendance, job interviews, travel, personal issues, funerals, family emergencies, etc.
- The six highest quiz grades will count toward the course grade.
- There will be NO EARLY, LATE or MAKE-UP exams or quizzes (the only exceptions are those required by University policy).
- A missed exam or quiz will count as a 0.0.
- Only EXTREME situations will allow a student to be excused from an exam/quiz. The lecturer will decide whether your case is an “extreme” situation. One exam and one quiz at the most per semester can be excused.
- Note: Written documentation MUST accompany an excused absence for a quiz/exam. ADVANCE TRAVEL SCHEDULES (business or personal) are NOT excuses.

FINAL EXAM:
The common final exam will be Monday, December 14, 2015 from 10:00 AM to 12 Noon.
Room assignment(s) will be announced later in term.
GRADE CHANGE:
If you have any questions concerning the grading of your assignments, you must return the assignment with a short note attached, explaining your concern BEFORE LEAVING the RECITATION classroom. This must be done the INITIAL day the recitation teaching assistant returns the assignment.

ATTENDANCE:
Students are expected to be present and ON TIME for ALL lecture and recitation sessions. Attendance will be taken in every recitation and occasionally in lecture. Attendance will be taken into account if your course grade is on a border. YOU are responsible for the material covered if you are absent from class. YOU must arrange to copy another student’s notes. Lecture notes are NOT AVAILABLE from the lecturer/teaching assistants, online or in the Math Learning Center.

ACADEMIC INTEGRITY:
Michigan State University’s policy concerning academic integrity is: “…no student will claim or submit the work of another as one’s own”. Students are advised to read this policy, which is available at:

http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/integrity-of-scholarship-and-grades

In addition, unauthorized formula or crib sheets (including formulas programmed in calculator/cell phone) are NOT permitted on quizzes/exams.

MATHEMATICS LEARNING CENTER (MLC):

https://www1.math.msu.edu/mlc/

The Math Learning Center (MLC) in Wells Hall opens Tuesday, September 8, 2015 at 11:20 AM.

Go to the window in the lobby of Wells Hall C-Wing (C125) near the elevators and sign in with your MSU ID card. A monitor will direct you to the room for your Math class.

See the Math Learning Center website for location and hours for the neighborhood math learning centers.

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**Fall Semester 2015 Wells Hall Math Learning Center Schedule:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>5:10 PM – 8:40 PM</td>
</tr>
<tr>
<td>Monday - Thursday</td>
<td>11:20 AM – 4 PM, 6:20 – 9:50 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>11:20 AM – 2:50 PM</td>
</tr>
</tbody>
</table>
COURSE EVALUATION:
Course evaluation will be according to the following points (total = 840).

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (4)</td>
<td>400</td>
<td>49.4%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
<td>24.7%</td>
</tr>
<tr>
<td>Homework (10)</td>
<td>120</td>
<td>14.8%</td>
</tr>
<tr>
<td>Quizzes (6)</td>
<td>120</td>
<td>11.1%</td>
</tr>
</tbody>
</table>

The course grade will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>85% - 89%</td>
<td>3.5</td>
</tr>
<tr>
<td>79% - 84%</td>
<td>3.0</td>
</tr>
<tr>
<td>73% - 78%</td>
<td>2.5</td>
</tr>
<tr>
<td>65% - 72%</td>
<td>2.0</td>
</tr>
<tr>
<td>60% - 64%</td>
<td>1.5</td>
</tr>
<tr>
<td>55% - 59%</td>
<td>1.0</td>
</tr>
<tr>
<td>0% - 54%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

IMPORTANT UNIVERSITY DATES:

Wednesday – 09/02/2015
Classes Begin. Students should go to scheduled Monday classes on the first day.

Monday – 09/07/2015
Labor Day – University closed

Wednesday – 09/09/2015
Online open add period for fall semester ends at 8pm.

Thursday 09/10/2015 to Wednesday 09/16/2015
Students go to Undergraduate office, C212 Wells Hall for Mathematics enrollment changes. (Late adds, drop to lower course, section changes)

Wednesday – 09/16/2015
Last day to late add a course or change sections within a course. Last day to drop to a lower level course.

Monday – 09/28/2015
End of 100% Tuition Refund

Wednesday – 10/21/2015 – Middle of Semester.
Last day to drop a course without a grade being reported.

Thursday 11/26/2015 to Friday 11/27/2015
Thanksgiving Break

Friday – 12/11/2015
Last day of classes.

Monday-12/14/15
Common Math Final Exam is from 10:00 a.m. – 12 noon.