

Please Neatly Print Your Name: _____

COURSE: MATH 204 DIFF. EQNS. & LAPLACE TRANSFORMS Spring 2020
INSTRUCTOR: Dr. TeBeest, Professor of Applied Mathematics
TEXT: "Diff. Eqns. with Boundary Value Problems", 9th ed., on WebAssign
OFFICE: AB 2-135 K MT RF 11:20-12:15 (or by advance appt.) 762-7926
WEB SITE: See BlackBoard and WebAssign

ATTENDANCE: Students are expected to: 1) attend each class period, 2) arrive on time, and 3) remain for the full period. Attendance will be taken regularly. Students who arrive late or leave early may receive an unexcused absence. **Students may incur a deduction of one percentage point from their course grade for every unexcused absence beyond 2.**

NOTE: An **excused absence** is a verifiable absence resulting from illness and possibly some officially sanctioned Kettering related activities. Not all verifiable absences are excused absences. Students who anticipate an excused absence should notify the professor in advance. It is the student's responsibility to present evidence of excused absences to the professor. If you are ill and possibly contagious, you should consider not coming to class.

A student with 4 or more unexcused absences may be administratively withdrawn from the course.

I. QUIZZES & HOMEWORK: Homework will be assigned regularly and should be completed **promptly**.

**YOU ARE EXPECTED TO SUCCESSFULLY COMPLETE
EACH ASSIGNED PROBLEM!**

You should check WebAssign daily for assignments.

Pop quizzes will be given occasionally. Students who arrive late forfeit the lost time. There are **no makeups** for missed quizzes or late homework *for any reason*; they receive a zero grade. At the term's end, the student's one (1) lowest quiz score will be dropped.

II. EXAMS: There will be three exams. Until further notice exams will be administered on WebAssign during the normal class period. Students shall take the exams at the scheduled times. Students who miss an exam due to an unexcused absence may **NOT** be allowed to make up the exam and may receive a grade of zero for that exam. Only students who miss an exam due to an excused absence may have an opportunity to make up the missed exam; that make-up exam may be given during the 10th week of the term and may be comprehensive. Each exam applies equally toward the student's course grade.

III. FINAL EXAM: A comprehensive final exam will be given at the term's end. **Each student shall take the final exam at the scheduled time.** See the supplemental handout about final exams.

THE USE OF ELECTRONICS IN CLASS WILL NOT BE TOLERATED !

All electronic devices, **including phones**, must be completely turned off and stowed *before* class begins. **Recording and photographic devices are strictly prohibited.** The use of electronic devices during class without my permission may result in: 1) the student receiving an unexcused absence, 2) the confiscation of the device, and/or 3) the student being administratively withdrawn from the course.

COURSE GRADE: At the term's end the student's **course grade** will be determined using the weighting system:

Quizzes/Homework	10%
Exams (20% each)	60%
Final Exam	30%

If Q denotes your total Quiz/HW score (in %), E denotes your total Exam score (in %), and F denotes your Final Exam score (in %), then your scaled course score S will be

$$S = 0.1Q + 0.6E + 0.3F. \quad (1)$$

At the term's end, course grades will be assigned as follows:

$95 \leq S \leq 100$	A
$90 \leq S < 95$	A-
$87 \leq S < 90$	B+
$83 \leq S < 87$	B
$80 \leq S < 83$	B-
$77 \leq S < 80$	C+
$73 \leq S < 77$	C
$70 \leq S < 73$	C-
$65 \leq S < 70$	D+
$60 \leq S < 65$	D
$S < 60$	F

Example: Suppose you have scores of $Q = 95\%$ on quizzes/HW, $E = 88\%$ on exams, and $F = 81\%$ on the final exam. Then your scaled score would be $S = 0.1(95) + 0.6(88) + 0.3(81) = 86.6$ and your course grade would be B since 86.6 is less than 87.

Note: You can use the table above to determine your letter grade on *any* graded item. For example, a score of 86% on an exam would be a letter grade of B.

Extra Credit: This homework–quiz–exam system provides the student with ample opportunity to demonstrate his or her mastery of the material. Therefore, there is no other means for obtaining “extra credit.”

Contesting a Grade: If the student believes that a problem was graded incorrectly, the student may ask the professor to reconsider the grade on a specific problem. However, the request must be made **within one week after the graded item was returned to the class**. The professor might require the student to submit a written request to reconsider the grade and require the student to work the problem correctly. **This is NOT a means for obtaining extra credit.** The grade is still based on the work originally submitted — it is not based on the reworked problem.

AUDITING

1. I do not permit students to audit my courses.
2. A student will not be allowed to change his or her registration in my course to an audit.

The inclusion of the following statements is mandated by the University Provost. Therefore they will be strictly enforced.

Accommodations for Students with Documented Disabilities

The University will make reasonable accommodations for persons with documented disabilities. Such students need to register with the Wellness Center **every term** they are enrolled in classes. To be assured of having services when they are needed, students should **contact the Wellness Center during the first week of each term**. Note that it is the student's responsibility to arrange accommodations with each professor. For more information, refer to the Undergraduate Catalog or the Student Life webpage. This information is also noted in the Student Handbook.

To increase the likelihood that you receive special accommodations when needed, students who request special accommodations due to a documented disability **should make such arrangements with the Academic Success Center and with me at least 7 days before each in-class exam and at least 14 days before the final exam. Failure to do so may result in your not receiving accommodations.**

ACADEMIC DISCIPLINE

CODE of STUDENT CONDUCT and ACADEMIC INTEGRITY

Kettering University values academic honesty and integrity. Cheating, collusion, misconduct, fabrication, and plagiarism are serious offenses. Each student has a responsibility to understand, accept, and comply with the University's standards of academic conduct as set forth in our statement, "Ethics in the University" and "Academic Integrity" as well as policies established by individual professors. For more information, refer to the Undergraduate Catalog or the Student Life webpage. This information is also noted in the Student Handbook.

Furthermore, students found in violation (e.g., cheating on an exam or assignment) may receive a score of zero on that item without recourse for making it up and may even receive a failing grade for the course. Incidents of cheating, academic dishonesty, or lying may be reported to Administrative Officials for further disciplinary action.

To maintain and even enhance the national standing of Kettering University and the value of a Kettering University degree to you and all GMI/Kettering alumni, the Provost (the ranking academic officer at Kettering University) has instructed the faculty to enforce attendance requirements and standards of academic integrity among Kettering's student body. So be aware that these policies will be enforced.

Reminder about Final Exams at Kettering University

Roughly a decade ago there was a span of several years during which students approached me and other faculty with increasing frequency asking to take a final exam *before* its scheduled time because they “already made plane reservations” or were otherwise leaving campus the day of their final exam or even sooner. For example, some students made plane reservations that were to leave Detroit at 1:00 p.m. even though their final exam ran until noon.

This letter is a reminder that at Kettering University, final exams run during Week 11 **from Thursday morning through noon Saturday**, and that period constitutes an official part of the academic calendar. **You are therefore expected to take your final exam for our course at its scheduled time.**

I do not schedule our final exam — Administration does. Also, I will not know the time of our final exam until Administration publishes the final exam schedule on the University website. Consequently, if I were a student, I would not make any travel plans for the term’s end until after the final exam schedule is published by Administration. **I expect you to take the final exam for our course at its scheduled time.** I will not consider requests to take the final exam before the scheduled time simply because “travel arrangements were already made.” As Kettering students, you know that final exams run during Week 11 from Thursday morning through noon Saturday, and you know that you should take final exams seriously.

Also, if another instructor reschedules a final exam and causes a scheduling conflict, then it is obviously **that instructor’s responsibility**, *not mine*, to resolve the conflict with you.

THIS POLICY IS WRITTEN WITH IN-PERSON CLASSROOM INSTRUCTION IN MIND.

**UNTIL THEN LECTURES WILL BE PRESENTED ONLINE LIVE USING
Collaborate THROUGH BLACKBOARD AND USING WebAssign FOR
QUIZZES, HOMEWORK, AND EXAMS.**

ONLINE LECTURES ARE NOT RECORDED. ATTENDANCE IS MANDATORY.

**WE MAY CONTINUE USING WebAssign FOR QUIZZES AND EXAMS EVEN IF
WE TRANSITION TO IN-PERSON CLASSROOM INSTRUCTION.**

I have read this policy, and I understand what is expected of me.

Print Name: _____

Signed: _____

Date: _____