Math 111L Sections 01 and 02

Instructor: Tori Akin  Office: Physics 123  E-mail: toriakin@math.duke.edu

Office Hours: MWF 30 minutes before/after class West Duke 09A
T 11:00-12:00 West Duke 09A
Email me to make additional appointments

Help Room Hours: Tuesday 5:00-7:00, Carr 132

Important Dates:
- Tues September 26  Test 1
- Mon October 9  Fall Break
- Tues October 31  Test 2
- Fri November 10  Withdrawal Deadline
- Wed-Fri November 22-24  Thanksgiving Recess
- Tues December 5  Test 3
- Wed December 13  Final Exam (7:00-10:00 PM)

Grades: Calculus 111L is a block course and is graded according to the block calculus course guidelines which can be found on Sakai. Below, I have copied an important passage from these guidelines.

Instructors will assign course letter grades based on their final assessments of the overall performance of each student, considered from multiple points of view. Among these points of view, instructors use information from the block final exam to gauge their sections as a whole in comparison to other sections, creating a context in which to gauge individual students with respect to the grading standards of the Department of Mathematics. This block grading system helps to ensure consistency of meaning for letter grades assigned in these block courses.

To determine your final grade, I will use roughly the following system of weights. These weights should be considered an approximation made to help you interpret the relative bearing of your assignments.

- Homework and Quizzes: 10%
- Labs: 25%
- Midterms: 35%
- Final Exam: 30%

Attendance and Participation Policy:

Lecture: It is important that you attend class, and I encourage you to do so. Please ask and answer questions! I will use attendance and participation as a way to determine borderline grades. Tentatively, I plan to give a short quiz each Friday and you should be present in class to complete the quiz.

Lab: Attendance at all labs is required. Lab material will be included on the final exam. Participation in both the group discussions and in the preparation of lab reports is required. Absences will only be excused by your dean for reasons such as serious illness, family emergency, religious holiday, or official university activity. If you know you must miss a lab for these reasons, present a written excuse from your dean at least 24 hours in advance of your absence. If you are absent due to illness, you must submit the online “Short-Term Illness Notification” preferably before the class in question. You can find the form here: http://trinity.duke.edu/undergraduate/academic-policies/illness. You are still responsible for any content or assignments that you may have missed. In the event of an excused absence, I expect you to complete the lab individually and submit it on the due date. Except in extreme cases, I will not reschedule exams. For excused absences, I will normally redistribute the weight of the missed midterm to your final exam.
**Final Exam:** The final exam is a block final scheduled for 7:00-10:00 PM on Wednesday December 13. Your room assignment will appear on DukeHub near the end of the semester. It is the policy of Trinity College that the final exam be administered as scheduled. For more information on the official Trinity College final exam policy see: [https://trinity.duke.edu/undergraduate/academic-policies/final-exams-scheduling-conflicts-and-absences](https://trinity.duke.edu/undergraduate/academic-policies/final-exams-scheduling-conflicts-and-absences)

**Homework Policy:** In order to learn and retain class material, it is essential for you to think through homework problems and actively engage with the mathematics. You are expected to complete all of the homework problems listed on the syllabus. Roughly each week (tentatively on Fridays) I will give a short in-class quiz. I may pull questions directly from the homework for your in-class quizzes.

In order to better prepare you for exams, I will assign supplementary homework problems to be turned in and graded for accuracy. I will post these problems on Sakai, and I anticipate that these problems will be due roughly each Friday. You may work together on the homework, but each student must submit a unique write-up, prepared individually. You are responsible for understanding everything you submit.

You have available many resources to assist you with completing assignments and understanding material. Please take advantage of them! You can work on problems in groups or with the aid of an instructor/teaching assistant in the Help Room (Carr 132). You can take advantage of Peer Tutoring. I am available before and after class most days or by appointment. Solutions to textbook problems are available on Sakai.

Do not email me your homework. Turn in a hard copy at the beginning of the class period in which it is due.

**Late Policy:** You may take one extension for a single homework set, no questions asked. Let me know at least 12 hours in advance of the time the assignment is due. The extension will last until the beginning of the following lecture. Homework is assigned at least two days in advance of the due date. Thus, illness on the day an assignment is due is not an excuse for failure to submit the assignment. Please find a friend who can submit a physical copy for you, if you are unable to attend class.

**In-Class Quizzes:** Roughly each week (tentatively on Fridays), you will have a short quiz. I may pull questions directly from the homework for these quizzes. If you know you are going to miss a quiz, you should let me know at least 24 hours in advance. At my convenience and discretion, I may offer a makeup quiz or redistribute the weight of the quiz to your other quiz and homework assignments. If your absence is not excused, you will receive a zero. At the end of the semester, I will drop your lowest two quiz grades.

**Help Room:** The help room is located in room 132 of the Carr Building on East Campus. Beginning on Sunday, September 3rd, the help room will be open from 1-10 PM Monday through Thursday, and from 6-10 PM on Sunday. The help room contains a copy of the solution manual and is run by calculus teachers and teaching assistants ready to answer your questions. This is also a good place to work on problems with other students. I will be in the Help Room on Tuesdays, from 5-7PM. To find a detailed schedule of time and helpers, see [http://math.duke.edu/help-room](http://math.duke.edu/help-room).

**Duke Community Standard:** You should be familiar with The Duke Community Standard. In this course team work is mandatory on labs and collaboration is encouraged, but you are responsible for your own understanding of the material.

All policies listed above are subject to reasonable change at the instructor's discretion (with approval from the course coordinator for any major change). In the event of a change, you will be given written and/or verbal notice.