

Course Policy Statement

Last updated: 10 January 2018

1 Basic information

Time and place. 🕒 TR8 📍 CH121

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Extra instruction. My schedule is posted outside my office door. Feel free to stop by without notice if you have a quick question. If you need extensive help, or if you want to guarantee that I will be available, contact me to schedule an appointment.

Course website. <https://www.usna.edu/Users/math/uhan/sa367/>

All course materials (e.g. this course policy statement, syllabus, homework assignments, lesson notes) and important course announcements will be posted on the course website.

Official course title. The course catalog lists this course as “Introduction to Mathematical Modeling.” The unofficial title above better captures the spirit of the course.

Course objectives. See the syllabus for the course objectives as well as a detailed topic list.

2 Homework, quizzes, and exams

Homework. Homework will be assigned almost every class. You are expected to complete each assignment by the next class. Homework is designed to reinforce the material introduced to you in class, on your own time. Homework assignments and solutions will be posted on the course website. Homework will not be collected or graded.

Quizzes. Most Thursdays, there will either be (i) a short quiz in class or (ii) a take-home quiz due at the beginning of class. Quizzes will be based on recently covered material. Be prepared for a quiz every week. These quizzes are designed to make sure that you are keeping up with the course material.

Exams. There will be 2 in-class exams and a final exam. These exams are designed to assess your understanding and retention of the course material.

3 Grading

Course grades. Your course grade will be computed as follows:

6-week and 12-week marking periods:

In-class exams	80%
Quizzes	20%
Total	100%

Final:

In-class exams	50%
Final exam	30%
Quizzes	20%
Total	100%

A course grade of $x\%$ corresponds to the letter grade

A if $90 \leq x \leq 100$, B if $80 \leq x < 90$, C if $70 \leq x < 80$,
 D if $60 \leq x < 70$, F if $0 \leq x < 60$.

I reserve the right to lower these standards at the end of the semester if deemed necessary. These standards will not be raised.

Grading rubric. Each problem on a quiz/exam will be graded on the following scale:

- 10** Your solution is completely correct, sufficiently justified, and easy to follow.
- 8** Your solution has one or two minor errors, but is otherwise sufficiently justified and easy to follow.
- 4** Your solution has substantial gaps: for example, a significant error using a concept or skill, inadequately communicating your reasoning, or an inability to solve the problem completely.
- 0** No response or an insubstantial response.

Note that problems on a quiz/exam may be weighted differently.

Resubmissions. If you did not perform well on a quiz/exam, you may redo and resubmit it.

- For each problem you resubmit, you will receive either **10** or **0** according to the grading rubric above – no partial credit will be given for resubmissions. Your new grade for that problem will be

$$\max \left\{ \text{original grade}, \frac{\text{original grade} + \text{resubmission grade}}{2} \right\}$$

- With each resubmission, you must include:
 1. A cover sheet with:
 - a. Your explanation of what your errors were and what you needed to do to correct them.
 - b. The honor statement below, signed:

I pledge on my honor that I have not used any unauthorized materials, and that I have not given or received any unauthorized assistance for this resubmission.
 2. Your original quiz/exam and any previous resubmissions of that quiz/exam.
- You may resubmit at most one quiz/exam per week.
- You may resubmit the same quiz/exam in multiple weeks.
- No collaboration allowed. All work must be your own.
- You may use your own course materials (e.g., notes, homework), as well as any materials directly linked from the course website. You may not use any other materials.
- You may not resubmit the final exam.
- Because resubmissions are allowed throughout the semester, I will not post solutions for quizzes or exams until the end of the semester, before the final exam.

Why this grading system?

- **Opportunities to improve.** This system gives you the opportunity and incentive to improve your mastery of the course material throughout the semester.
- **Encouraging mastery.** This system encourages working out problems in a completely correct way, since doing many problems incompletely is not advantageous.

Makeup quizzes and exams. No makeup quizzes or exams will be given unless you have an excusal or movement orders, or are sick-in-quarters.

It is your responsibility to arrange for a makeup quiz or exam. Arrangements for a makeup quiz or exam must be finalized within 1 week of the original quiz or exam date.

Regrading. You may ask for a regrade of a quiz or exam if you feel it is appropriate. Regrading requests should be made no later than 1 week after the quiz or exam was returned to the class. If you submit a quiz or exam for a regrade, your entire quiz or exam may be regraded.

4 Academic honesty and classroom conduct

Academic honesty. You are encouraged to work with other midshipmen whenever possible. Discussing the course material and homework assignments is a great way to learn.

However, cheating will not be tolerated. In particular, exchanging electronic files with work you have done for any assignment is not permitted unless stated otherwise. Cheating also includes, but is not limited to: looking at another student's quiz or exam, copying someone else's take-home quiz, using unauthorized material during a quiz or exam, and turning in an altered quiz or exam for a regrade. Any act of academic dishonesty will be reported to your company officer, the department chair, and your academic advisor.

See *Policies Concerning Graded Academic Work* (USNAINST 1531.53B) and *Brigade Honor Program* (USNAINST 1610.3J) for more information regarding academic honesty.

Classroom conduct. You are expected to behave professionally in class. Unprofessional conduct includes, but is not limited to: sleeping (stand in the back or the side of the classroom if necessary), side conversations, eating food (beverages are OK), and non-class-related use of electronic devices in class (e.g. browsing Facebook, texting your friends). Persistent poor classroom conduct will be reported to your company officer.

/s/
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