

ASK FOR HELP! Ask for help when you need it (before things become too overwhelming). Talk to your instructor and TA. We are here to help. Don't be afraid to ask questions during lectures and DGDs. Feel free to email questions too.

VISIT YOUR PROFESSOR'S OFFICE HOURS! Whenever you need concepts clarified or would like to discuss the course, please drop in to my Office Hours (to be announced soon). Feel free to email me to make appointments on other days/times if needed.

VISIT THE MATH HELP CENTRE! In addition to the DGDs, lectures, and professor's office hours, you can get help at the Math Help Centre, located in STEM 207. For more details, go to <https://science.uottawa.ca/en/faculty-services/undergraduate-studies#MAT>

ACCESSIBILITY: The University of Ottawa is committed to ensure that persons with disabilities have equal access to its services and events. If you are in need of accommodation during this course due to a disability, please consult with Access Services as soon as possible: <http://sass.uottawa.ca/en/access>

How you will be evaluated

Möbius homework worth 10%:

There will be online assignments on Möbius, roughly one assignment each week, worth a total of 10% of your final grade. Their purpose is to help you learn the material and receive immediate feedback, and they are a supplement to textbook exercises. Late assignments will not be accepted. More details on setting up your Möbius account will be provided on Brightspace.

2 Midterms worth 20% each:

The tests will be written in class on the following two dates:

Test 1: Wednesday, October 2, 2019
Test 2: Wednesday, November 13, 2019

Final Exam worth 50%:

There will be a cumulative 3-hour final exam, scheduled during the Exam Period (Dec. 5–18, 2019). The final exam schedule will be posted around reading week; do not book a flight home based on guessing your exam schedule.

Important Exceptions:

- If your mark on the Final Exam is lower than 40%, then you will fail the course (F), regardless of your other marks.
- If your mark on the Final Exam is at least 40%, then your grade will be calculated using **whichever of the following schemes is to your advantage:**

Scheme 1	Scheme 2	Scheme 3
Assignments worth 10%	Assignments worth 10%	Assignments worth 10% each
+	+	+
2 Midterms worth 20% each	Midterm 1 worth 20%	Midterm 2 worth 20%
+	+	+
Final Exam worth 50%	***Final Exam*** worth 70%	***Final Exam*** worth 70%

Policies for tests

TEST PROCEDURES: You should bring your student card to tests. Students may not enter after or leave before 20 minutes have passed from the beginning of a test. Questions about grading should be submitted to the professor within one week of the date that the graded tests are ready for students to pick up.

CALCULATORS: The only calculators allowed during tests and the exam are one of the following models: Texas Instruments TI-30, Texas Instruments TI-34, Casio fx-260, or Casio fx-300. Any other make/model of calculator brought to a test or exam **will be confiscated**; you will be left to write your test without a calculator if you do not have one of the approved models — no exceptions.

MISSING A TEST: If you need to miss a test for a **serious reason**, then you must notify your professor by email and provide official documentation justifying your absence (such as a uOttawa Health Services certificate or its equivalent), within 5 working days of the date of the midterm, in accordance with University Regulations. In that case, your grade will be calculated using Scheme 2 or Scheme 3.

Midterm tests **cannot be rescheduled**. There are **no make-up midterm tests**.

ELECTRONIC DEVICES: Cellular phones, unauthorized electronic devices, unauthorized calculators or course notes are **not** allowed during tests and exams. Phones and devices (including Smart-watches) must be turned off and put away in your bag. Do not keep them in your possession, such as in your pockets. **If caught with such a device or document, academic fraud allegations may be filed which may result in you obtaining a 0 (zero) for the exam.** Therefore, come to your exams with a plan of how to store your device away from your person.

Important dates for MAT1330A

Wednesday, September 4	first LEC
Tuesday, September 10	first DGD for DGD sections A01 and A02
Wednesday, September 11	first DGD for DGD section A03
Thursday, September 12	first DGD for DGD section A04
Wednesday, October 2	Test 1 in class
October 13–19	reading week break
Wednesday, November 13	Test 2 in class
Thursday, November 14	last day to withdraw from a course
Tuesday, November 26	last DGD for DGD sections A01 and A02
Wednesday, November 27	last DGD for DGD section A03
Thursday, November 28	last DGD for DGD section A04
Monday, December 2	last class
December 5–18, 2019	final exam period

University of Ottawa Services and Policies

Academic Integrity. Academic integrity means being responsible for the quality of your work, preparing it honestly, and respecting the intellectual community you are part of as a student. Every member of the University community has the moral obligation to learn and share knowledge with honesty and integrity. For more information, please see <https://www.uottawa.ca/vice-president-academic/academic-integrity>

Academic Fraud. Academic fraud refers to “an act by a student that may result in false academic evaluation of that student or another student”. Plagiarism and all forms of cheating are taken very seriously at the University of Ottawa. Please take the time to see <https://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>

Accessibility. The University provides academic accommodations for students with disabilities in accordance with the terms of the Ontario Human Rights Code. This occurs through a collaborative process that acknowledges a collective obligation to develop an accessible learning environment that both meets the needs of students and preserves the essential academic requirements of the University’s courses and programs. The University of Ottawa is committed to ensure that persons with disabilities have equal access to its services and events.

Access Services. The University of Ottawa accommodates students with disabilities through Access Services, a division of the Student Academics Success Service (SASS). SASS is a *free* network of services and programs designed to give you the tools and information you need to succeed. Delivered by professionals and fellow students who care about your success and your well-being, the programs and services of SASS complement your classroom learning and support you in achieving your academic and professional goals. Please note that there are deadlines for registering with Access Services. For more information, please visit <https://sass.uottawa.ca/en/access/>

Sexual Violence. The University of Ottawa will not tolerate any act of sexual violence. This includes acts such as rape and sexual harassment, as well as misconduct that take place without consent, which includes cyberbullying. The University, as well as various employee and student groups, offers a variety of services and resources to ensure that all uOttawa community members have access to confidential support and information, and to procedures for reporting an incident or filing a complaint. For more information, see <https://www.uottawa.ca/respect/en/harassment-discrimination-MiniHomePage/harassment>

Test/Exam Policy for Electronic Devices. Cellular phones, unauthorized electronic devices, calculators or course notes are **not** allowed during tests and exams. Phones and devices (including Smartwatches) must be turned off and put away in your bag. Do not keep them in your possession, such as in your pockets. **If caught with such a device or document, academic fraud allegations may be filed which may result in you obtaining a 0 (zero) for the exam.** Therefore, come to your exams with a plan of how to store your device away from your person.

Möbius at the Math Help Centre. Don’t ask technical questions about Möbius at the Math Help Centre — consult the FAQ instead! You may ask for help on how to approach a Möbius problem in the Help Centre, but you must solve the problem on your own. In particular, while you may use your device to **show the question** to a tutor, you are not permitted to **enter an answer** while with the tutor. It’s **your** homework. See <https://science.uottawa.ca/en/faculty-services/undergraduate-studies#MAT>