MSE 200–001, Spring 2010
POLICIES AND PROCEDURES

• **Tests and grading:** 4 tests total. The final is not accumulative. Each test has about 40 multiple-choice questions (100 credits total).
  
  If you believe an error has been made in grading on a problem set, bring it to me at my office hours. If you believe that you should have gotten more points than you got for any reason other than a simple addition error, write a statement making your case and take it to me for decision.

• **Missed tests.** If you miss a test without either a certified medical excuse or prior instructor approval, you will take a makeup test at a designated time during the last week of the semester. The makeup exam will be fair but comprehensive (covering all the course material) and challenging. Tests missed with certified medical excuses or prior instructor approval will be dealt with individually. Only one missed test can be made up.

• **Cheating in tests.** Any student caught cheating in a test will automatically get 0 for that test, and be reported to the university.

• **Attendance.** You are expected to attend the classes. 0.5 **credit penalty** for each unexcused absence if caught (see below the quiz section for more detail).

• **Reading Assignment.** You are expected to read the textbook (assigned reading) before the class. Quiz will be given to check the reading assignment at the beginning of the class. 0.5 **credit will be deducted from your final grade if you are found not doing the reading assignment. 0.5 credit will be given if you give the correct answer.**

• **Calculation of final score from a total of 4 tests (25% each).** Quiz credit and absence penalty are added to the final score.

<table>
<thead>
<tr>
<th>Weighted average</th>
<th>&gt;99</th>
<th>98.9-95</th>
<th>94.9-91</th>
<th>90.9-87</th>
<th>86.9-83</th>
<th>82.9-79</th>
<th>78.9-75</th>
<th>74.9-70</th>
<th>70.9-65</th>
<th>64.9-55</th>
<th>&lt;55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter grade</td>
<td>A+</td>
<td>A</td>
<td>A-</td>
<td>B+</td>
<td>B</td>
<td>B-</td>
<td>C+</td>
<td>C</td>
<td>C-</td>
<td>D</td>
<td>F</td>
</tr>
</tbody>
</table>

• **Targeted grade range:** 10-25% A, 30-50% B, 30-40% C, XX% D……. (Curved grading might be used if the final A grade is out of the 10-25% range.)

• **No letter grade bump-up no matter how close it is to the line**

**Teaching Style and Quiz:** Active student participation. **Quizzes in about every 15 minutes.**

How: The names of students will be arranged into 10 columns and XX rows (Please download the Student Coordinate sheet to find your coordinate). Two dice will be rolled to determine the column and the row, which will determine the coordinate of the student who participates. **0.5 credit will be deducted from your final grade if you are not present in the class to answer a quiz; 0.5 credit will be given if you give the right answer; 0.5 credit will be given to a volunteer who gives the right answer. No credit will be given or deducted if you give a wrong answer.**