

Policies for 1000 level mathematics courses

Mathematics courses with numbers below 2000 typically serve as a basis for further mathematical work. Because mathematics classes frequently build on the work of earlier classes, it is important to have reasonable consistency in course content and the mastery of material expected of the students. To help promote consistency and adequate preparation, the mathematics department has adopted the following guidelines.

Computers and advanced calculators are marvelous tools, but overdependence on them can be detrimental to student mastery of mathematics. During examinations, students should not use graphing calculators or computing devices with advanced algorithms or capabilities. As an example, calculators or computers should not be used to evaluate basic derivatives and integrals in calculus classes. At the teacher's discretion, calculators may be used for basic arithmetic, or for nonelementary function evaluations which may arise in problems involving logarithms, exponentials, or trigonometric functions.

In class examinations are important tools for assessing student mastery of course material. Test results on proctored examinations should comprise the majority of a course grade. Students should not be allowed to bring notes or cue cards to examinations. Tests should not be 'open book'.

Special consideration should be given to final examinations. These should be held in class as scheduled by the campus. For online courses, a proctored environment is essential. Final exams should be comprehensive, surveying the work of the entire course. Grades on final exams should comprise at least 25% of the course grade.

Virtually all students benefit greatly by practicing outside of class. Regularly assigned homework should be an integral part of each class. Since grades provide many students with important motivation, homework should be graded, or quizzes should be used to confirm students' understanding of the material. Homework or quiz grades should contribute in the range of 10% - 20% of a course grade. However, since homework is normally done in an unproctored environment, homework grades should not count for more than 20% of a course grade.

When courses are offered online, teachers should strive to meet the spirit of these guidelines as far as is practical.

There may be special classes or circumstances for which these guidelines seem inappropriate. As an example, a course may consider how computers are used for certain calculations. In such a case, a test using a computer

may be appropriate. For extensive deviation from the guidelines, the department chair or someone designated by the chair may provide a waiver when appropriate.