This is an update on the course, with information relevant to all sections. This information is up to date as of Friday, March 20, 2020. Please be aware that the situation is evolving rapidly, and further changes are all but assured. It is crucial that all students monitor their NIU email as that remains the main method of contact between instructors and students. Also keep in mind that your instructor will have information pertaining to your particular section; what is here covers all sections.

**Course Instruction**

At present, the university plans to continue the semester but with no face-to-face instruction for the remainder. All instruction is to be "on line" from now until the end of the semester. Each instructor will carry this out in the manner he/she deems fit.

**Computational Assessment**

We realize that many of you still need to take/pass the basic skills computational assessment. Of course, this particular test is/was designed to be taken in person with no aids of any kind. Given the impending "shelter in place" order, we no longer have the option of having students come to the math office to take this (or any other) exam. After careful consideration, we have decided that there is no viable alternative other than to delete this course requirement. Thus, you no longer need to take the computational assessment, regardless of your previous result(s).

**Quizzes**

Originally there were 11 weekly quizzes given during the semester with the best 10 scores to count toward your grade. The weekly quizzes will continue, but clearly there will no longer be 11 of them. At the moment, it looks like there will be a total of 10 quizzes with each counting 10 points. If fewer than 10 quizzes (it will be the same for each section) end up being given, then your total quiz score will be scaled up to be a total out of 100. For example, if there are nine quizzes of 10 points each, your total out of 90 will be multiplied by 10/9 to get a total out of 100 points.

**Exams**

There will not be a third examination. This obviously affects the original course evaluation scheme. See the updated scheme and grading scale below.

The status of final examinations is tentative university-wide at this point. For the time being, we will plan on having a comprehensive final examination, to be administered in a manner to be determined. All sections of this course will take the same final exam. Your instructor will keep you informed as to the status of the final examination.

**Course Evaluation**

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, Participation, and Mathematical Disposition 50</td>
</tr>
<tr>
<td>Quizzes (10 points each) 100</td>
</tr>
<tr>
<td>Exams (100 points each) 200</td>
</tr>
<tr>
<td>Final Exam 150</td>
</tr>
<tr>
<td>Total Points 500</td>
</tr>
</tbody>
</table>

As you can see, the point totals are now out of 500 instead of the initial 600 and the computational assessment is no longer listed. We will continue with the same percentages for grades, just changed to be percentages out of 500 instead of 600. Therefore, the revised grading scale is as follows.
**Grading Scale:** A: 450-500 points  B: 400-449 points  C: 350-399 points  D: 300-349 points  F: 0-299 points

**Homework**

The homework assignments covering particular topics will remain as they were (though note the changes described below to the course material - topics no longer covered will not have the corresponding homework required). Your instructor will let you know how the homework in your section will be assessed.

**Course Schedule**

The course schedule for the remainder of the semester is in flux, as one may expect given the circumstances. It is a given that certain subjects originally scheduled will no longer be covered. Rest assured that each section will be covering the same material in essentially the same timeframe. Rather than attempt to write a revised schedule that is almost certain to be obsolete within a week or two, we have decided to proceed with Chapter 23. The material from Chapter 17 will not be covered. Moreover, it is possible that some of the later material on statistics will not be covered either. Again, the subjects covered will be dependent upon how the overall instructional situation evolves.

*Further changes and adjustments are likely. Any such changes will be announced to you by your instructor. Changes affecting the course as a whole will be posted on the course website; information for particular sections will be disseminated by the relevant instructor in the manner(s) they deem most appropriate. Please continue to monitor your NIU email.*
General Classroom Etiquette

- Please set your cell phone to vibrate during class and only use your cell phone when it is a true emergency.
- Phones, laptops, tablets, and other electronic devices can be used for in-class work, except when requested by the instructor (e.g., during quizzes and exams).
- No audio recording or video recording is allowed, except in cases of special accommodations documented by the NIU Disability Resource Center.
- Arrive on time, come prepared for class, stay to the end of class, and be in the classroom for the entire session, unless you have an emergency situation.
- Only students who are registered for this course should attend class sessions.
- Give your attention to the presenters during class, whoever they may be.
- Professional disposition is expected at all times.

Academic Conduct

Academic honesty and mutual respect (student with student and student with instructor) are expected in this course. Mutual respect means being on time for class and not leaving early, being prepared to give full attention to class work, not reading newspapers or other material in class, not using cell phones or pagers during class time, and not looking at another student’s work during exams. Academic misconduct, as defined by the Student Judicial Code, will not be treated lightly.

Accommodation for Disabilities

If you need an accommodation for this class, please contact the Disability Resource Center as soon as possible. The DRC coordinates accommodations for students with disabilities. It is located on the 4th floor of the Health Services Building, and can be reached at 815-753-1303 or drc@niu.edu. Also, please contact your instructor privately as soon as possible so you can discuss your accommodations. Please note that you will not be required to disclose your disability, only your accommodations. The sooner you let your instructor know your needs, the sooner he or she can assist you in achieving your learning goals in this course.

Gender Identity in the Classroom

Class rosters and University data systems are provided to faculty with the student's legal name and legal gender marker. As an NIU student, you are able to change how your preferred/proper name shows up on class rosters. This option is helpful for various student populations, including but not limited to: students who abbreviate their first name; students who use their middle name; international students; and transgender students. As a faculty member, I am committed to using your proper name and pronouns. We will take time during our first class together to do introductions, at which point you can share with all members of our learning community what name and pronouns you use, as you are comfortable. Additionally, if these change at any point during the semester, please let me know and we can develop a plan to share this information with others in a way that is safe for you. Should you want to update your preferred/proper name, you can do so by looking at the following guidelines and frequently asked questions: https://www.niu.edu/regrec/preferred_proper_name/index.shtml
https://www.niu.edu/regrec/preferred_proper_name/preferrednamefaq.shtml
To keep track of your grades throughout the semester, use the following table:

<table>
<thead>
<tr>
<th>Date</th>
<th>Quiz or Exam</th>
<th>Points You Earned</th>
<th>Points Possible</th>
<th>Percent for This Quiz or Exam</th>
<th>Your Total Points So Far</th>
<th>Total Points Possible</th>
<th>Current Percent in Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>example</td>
<td>Quiz 1</td>
<td>9</td>
<td>10</td>
<td>90%</td>
<td>9</td>
<td>10</td>
<td>90.0%</td>
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<tr>
<td>Aug 28</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>example</td>
<td>Quiz 2</td>
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<td>10</td>
<td>40%</td>
<td>13</td>
<td>20</td>
<td>65.0%</td>
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<td>Sept 4</td>
<td></td>
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<td></td>
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