

# Instructions for studying, doing the homework, and taking the quizzes and exams

These instructions have been prepared in order to guide you through the very complicated process of individual study and distance evaluation.

## **How to study.**

At the beginning of every week I will indicate which sections are covered. This will establish the pace of the class. By keeping a constant rhythm of study you will learn better and remember this material. I will also make available online videos that you can use for better understanding this material. While I encourage you to read each section completely, I will point to definitions and examples on which you should focus.

## **Homeworks.**

The homeworks will be administered through the online system *WebWork*. They can be solved during a given time interval, which will be specified by the system. On my webpage you will see a link to the WebWork tutorial, to the tutorial on how to enter answers, and a link to the homeworks.

There are two things for you to remember: 1. The homework is run by a machine and machines are unpredictable and illogical. Do not leave the homework for the very last moment, so that you can solve in time any technical problems that arise. 2. The goal here is for you to learn calculus. So if any issues arise with the machine, do not panic, contact me, and we will make it work. Whenever you have issues with the homework, please use the email interface that comes with the homework (this will send me an email at [razvan.gelca@ttu.edu](mailto:razvan.gelca@ttu.edu)).

## **Quizzes.**

The quizzes will be *handwritten*. To get full credit, you must SHOW ALL YOUR WORK! I will upload each quiz to my webpage, together with the specification of the time when it is due, and how to upload the solution so that I can read it. Each quiz consists of one problem. You should write *by hand* the solution on a blank sheet of paper, photograph it, and create a jpg file whose name should be: lastname\_firstname\_quiznumber. For example my fourth quiz would be [gelca\\_razvan\\_quiz4](#). If the solution contains more than one page, number the jpeg files: [gelca\\_razvan\\_quiz4\\_page1](#), [gelca\\_razvan\\_quiz4\\_page2](#). Make sure you also write your name on each sheet of paper. After you do this, upload it so that I can read it. For the upload, you do not have to install any software or create any account. I will just give you a link. In case you get stuck, contact me at [rgelca@gmail.com](mailto:rgelca@gmail.com).

## **Exams.**

The first midterm exam will cover the material from the beginning of the semester until the moment of the exam, the second midterm exam will cover the material from the first exam until the moment of the second exam. The final exam covers the entire material.

To get full credit, you must SHOW ALL YOUR WORK! The instructions for quizzes apply to the exams as well, with the only difference that the exams have more problems. Solve each problem on a separate sheet of paper, or separate sheets of paper. On each sheet, write the number of the problem and your name. The names of the jpeg files should be: lastname\_firstname\_exam\_problemnumber or lastname\_firstname\_exam\_problemnumber\_pagenumber. So a name of file can be: gelca\_razvan\_exam2\_problem3 or gelca\_razvan\_exam2\_problem3\_page1. For the final exam, please use the name final: gelca\_razvan\_final\_problem2\_page2.

### **Computation of the grade.**

The grade is computed as follows: there will be one percentage grade (multiplied by 100) for homeworks, quizzes, midterm exams, and final exam. This means that there will be four scores ranging between 0 and 100, obtained as the quotient of your score by the total score in each of the four types. I add these four scores and divide the answer by 4. If your score is greater than or equal to 85, you have an A, if it is less than 85 but greater than or equal to 70 you have a B, if it is less than 70 but greater than or equal to 50 you have a C, if it is less than 50 but greater than or equal to 40 it is a D. Below 40 yields F. To get A, B, or C, your homework score needs to be higher than 50% and your final exam score needs to be greater than 25%. It is not difficult to pass, it is not difficult to get an A, just devote every week a little time to calculus, and you will have a very good performance.