Instructor: Eric Towne, etowne@fas.harvard.edu, 207-345-3645.
The best way to reach me is by email. Expect a reply within 24 hours.

Teaching Assistant: Steven Staffa, sts577@mail.harvard.edu.

Website: http://www.people.fas.harvard.edu/~etowne/mathe15fall2016.html

Lectures: On campus: We will meet Thursdays 6:00-9:00 p.m. in Harvard Hall 104.
Streamed live: Off-campus students can post comments and ask questions during the
lecture by logging in to Canvas and clicking on the Chat item in the left column.
Videos: These will be posted within 24 hours of each lecture.

Review Sessions: Optional review for all students: Mondays 7:40-8:40 p.m., 1 Story Street room 303.
Note 1: The September 5 and October 10 reviews are in 53 Church Street Room L01.
Note 2: There is no review on the Monday after an exam (October 3, November 14).
Note 3: There is no review on the Monday of Thanksgiving week (November 21).
Note 4: The Monday reviews will be streamed live and recorded.

The book is recommended but not required. The lectures will contain all necessary
information, and the homework problems to be graded are written by the instructor.
However, the book contains many good examples and thousands of practice problems.
A copy of the fourth edition is on reserve at Grossman Library in Sever Hall.

Calculators: The only requirement is a calculator that can compute logarithms, roots, and the like.
All the homework and exam problems can be done without a graphing calculator.
Calculators with the capability to do symbolic differentiation and integration are not
permitted on exams because they give an unfair advantage to their owners; the list of
prohibited models includes the TI-89, TI-92 Plus, and TI-Nspire CAS.

Grading: Each student’s grade will be computed in the following two ways and recorded as the
higher of the two. (Graduate students: see below for additional information.)

<table>
<thead>
<tr>
<th>Scheme A</th>
<th>Scheme B</th>
</tr>
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<tbody>
<tr>
<td>Exam I</td>
<td>30%</td>
</tr>
<tr>
<td>Exam II</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Higher of HW Ave., Final</td>
<td>10%</td>
</tr>
</tbody>
</table>

Each student’s HW average will be computed after dropping the lowest HW score.

Exams: Makeup exams are not given, so please note the exam dates and make any needed
arrangements with employers or other schools now. If you have two exams at the
same time, contact distance_exams@dcemail.harvard.edu to reschedule one of them.
No books, notes, or electronic devices (other than approved calculators – see above)
are allowed during exams. You will have three hours for each exam.
See the Exam Policies file for more details.

Question Center: Experienced tutors will be available Mondays 5:30-7:30 p.m. and Tuesdays 7:40-9:40
p.m. in Sever 215 and online to answer your questions and help you understand the
material. For more details please see http://www.extension.harvard.edu/resources-
policies/resources/math-question-center .

Graduate Credit: Local students enrolled for graduate credit will attend a weekly seminar starting the
second week of the semester Thursdays, 4:25-5:25 p.m., in 1 Story Street room 303.
Distance students will attend a weekly seminar online. For more details, please read
the graduate credit files on our website for local students and for distance students.
Your grade will be computed by taking 90% of your score according to the scheme
above plus 10% of the score according to the scheme for the seminar portion.

Distance Students: Please see the document titled Distance Student FAQ for additional information.
Disability Services: The Extension School is committed to providing an accessible academic community. The Disability Services Office offers a variety of accommodations and services to students with documented disabilities. Please visit www.extension.harvard.edu/resources-policies/resources/disability-services-accessibility for more information.

Academic Integrity: [The Extension School has asked all instructors to include the following text in their syllabi.] You are responsible for understanding Harvard Extension School policies on academic integrity (www.extension.harvard.edu/resources-policies/student-conduct/academic-integrity) and how to use sources responsibly. Not knowing the rules, misunderstanding the rules, running out of time, submitting "the wrong draft" or being overwhelmed with multiple demands are not acceptable excuses. There are no excuses for failure to uphold academic integrity. To support your learning about academic citation rules, please visit the Harvard Extension School Tips to Avoid Plagiarism (www.extension.harvard.edu/resources-policies/resources/tips-avoid-plagiarism), where you'll find links to the Harvard Guide to Using Sources and two, free, online 15-minute tutorials to test your knowledge of academic citation policy. The tutorials are anonymous open-learning tools.