Workshop leader
Dario A. Valdebenito
Email: vald0089@umn.edu. I usually reply within 24 hours, but I reserve the right not to respond to emails during evenings and weekends. Also, do not forget to sign your emails! (Automated signatures are fine.)

Office hours
Monday and Tuesday, 11:10-12:00, at Vincent Hall 552. (Take the elevator to the fifth floor, then take a right, and at the end of the hallway turn right again. My office will be on the right.)

Course website
I may occasionally post materials in my website www.math.umn.edu/~vald0089/S17_2373.html I will not upload copies of materials distributed in paper form. If you miss class, you may request a paper copy during my office hours.

Homework guidelines
Here are some requirements for homework assignments:

- Use letter or similarly-sized paper. Notebook pages are acceptable as long as you remove the fringes.
- Write using either a pencil or blue or black ink.
- Staple your homework. (It is also acceptable to use a clip.)
- Make sure your writing is in a legible size. For instance, writing a $3 \times 3$ matrix in just one line of college-ruled paper is unacceptably small.
- Writing in two columns is acceptable, as long as the width of each column does not vary; i.e., a column that becomes wider while the other one shrinks is not acceptable. Do not write in more than two columns. Do not try to squeeze problems to use all available space.
- Your writing should be reasonably legible and easy to follow. Write problems in the order they are assigned.
- Some egregious mistakes will not be tolerated. (See below.)

Failure to follow these guidelines will result in points being deducted. Repeated offenders may get a zero.
Lab guidelines

Guidelines for homework also apply for lab reports. In addition:

• Include your code, but delete unnecessary Matlab commands, output or extra space.

• Your report should include (brief) comments on what you have done. A report without any comments whatsoever will not receive a good score.

• If you type your report, make sure you typeset your equations, or neatly write them by hand. Writing, e.g., \( x = \frac{-b + \sqrt{b^2-4ac}}{2a} \) is not acceptable.

• I may occasionally impose a page limit. I will not read anything beyond that limit.

• Submitting a report which is almost identical to someone else’s is a form of cheating, and will result in a score of zero.

Submissions

Homework is due at the beginning of class. Lab reports are due at the beginning of the lab session (but you may turn them in at the beginning of workshop if desired). As you arrive, please leave your paper on my desk. A few moments after class begins I will take away the pile, and no further submissions will be accepted, so make sure you arrive on time. Forgetting to turn in is not a valid excuse. If you know you will arrive late, please contact me in advance and I will make alternate arrangements.

Egregious mistakes (or “the seven deadly sins”)

• Not reading directions.

• \((a + b)^2 = a^2 + b^2\), or \(\sqrt{a + b} = \sqrt{a} + \sqrt{b}\).

• \(\sin(x+y) = \sin x + \sin y\), or \(\sin(ax) = a \sin x\). (Or analogous mistakes with other trigonometric functions.)

• \(\frac{1}{a + b} = \frac{1}{a} + \frac{1}{b}\).

• \(\frac{(ax + b)(cx + d) + x^2}{ax + b} = (cx + d) + x^2\).

• \(\int_a^b f(x)g(x)dx = \left(\int_a^b f(x)dx\right)\left(\int_a^b g(x)dx\right)\).

• \(\int_a^b \frac{1}{f(x)}dx = \log(f(x)) + C\), unless \(f(x) = x + c\) for some constant \(c\).
Frequently asked questions about exams

1. *When and where are the midterms?*
   Midterms will be on February 23rd, March 30th, and April 27th, at either 5 PM or 6:05 PM. Location to be announced.

2. *When and where is the final exam?*
   The final exam is on May 8th, at 1:30 PM, location to be announced.

3. *What happens if I have a recurring conflict?*
   Please send me an email (before February 21st) with your name, student ID (7-digit number), and reason you are unable to take the midterm at the scheduled time. In addition, you must give me written supporting documentation. The most common situations are a class conflict (a printout of your schedule suffices) or work (please provide a letter from your supervisor). Then you will take the exam the day after the regular midterms take place. The exact start time will be addressed on a case by case basis.

4. *What happens if I have a one-time conflict?*
   Please let me know as soon as you know of the conflict. The most common reasons for conflicts are University-sanctioned events (in which case I need supporting documentation) or illness (a physician’s note is required). You must contact me before the exam, unless an emergency precludes you from doing so.

5. *I forgot the location for a midterm. Can I take a make-up exam?*
   No, not knowing the time or location of an exam is not an acceptable excuse. Also, taking a make-up exam without authorization will result in a score of zero.

6. *I believe the grader made a mistake in grading one of my answers.*
   If you believe the grader made a mistake, please write a brief explanation in a separate piece of paper. I will forward it to the grader. Bear in mind that regrading requests such as “I believe the grader took too many points for this mistake” are rarely, if ever, granted. Also, your score may go up, down, or remain unchanged.