MATH 2130 (Technical Writing in Mathematics) — Fall 2017

Instructor:	Dr. Shannon Sullivan	**Section**:	001
E-mail:	shannon@mun.ca	**Slot**:	17
Office:	HH-3037/A-2001C	**Room:**	HH-3030
Phone:	864-8073		

Prerequisite: Mathematics 1001 and one of Computer Science 1510, 1710, 2602 or 2710.

Textbook: *Mathematics 2130 Course Outline and Manual*

Evaluation: 20% Project 1, 20% Project 2, 25% Project 3, 35% Project 4

Office Hours: Monday, 10:00–10:50am; Wednesday, 2:00–2:50pm; Thursday, 10:30–11:20am; Friday, 1:00–1:50pm

E-mail: E-mail will be an important part of our interaction in this course. Please be sure to check your mun.ca address regularly. I will usually respond to e-mail sent to me within one day. If you have not received a reply after twenty-four hours, you should re-send your e-mail. Please include Math 2130 as part of your subject line. All e-mail must be sent from a valid mun.ca address. Note that an e-mail should begin "Dear Dr. Sullivan" (or similar) and include your full name and student number in the body of the message.

Web Site: Class information will be available on my website (not D2L) as PDF files at http://www.ucs.mun.ca/~shannon/ . You should also visit the Department's Math 2130 website, at http://www.math.mun.ca/~m2130/ .

Projects:

- Projects must be submitted in both hard copy and electronic forms no later than 11:59pm on the due date. Projects may be submitted up to one week after the due date, but will be penalised by 5 marks. Projects overdue by more than one week will not be accepted. (Exceptions may be made in the case of illness, bereavement or other acceptable reasons. Students who find themselves in such a situation should contact me as soon as possible, and absolutely no later than one week following the original due date. Documentation may be required under certain circumstances.)

- Projects will typically be evaluated on the following criteria:

  - quality of exposition (structure, style, consistency of terminology, notation, and level)
  - contents (relevance, informativeness, mathematical and factual correctness)
  - validity and readability of computer program(s) supporting the research (structure, comments, explanation of program's methodology)
  - conformance to technical standards (grammar, LaTeX typesetting, appropriate citations, quality of graphics)

- After each of the first two projects has been submitted, you will meet with your instructor to discuss your work. A project is not assigned a grade until after this meeting has taken place. At this meeting, you must be prepared to explain the workings of any computer program submitted and any mathematics described in your paper; such explanations, if requested, may affect your grade on the project. Meetings about the final two projects will be conducted as necessary.

Lectures: Unlike most courses, the scheduled class time for Math 2130 will be used for lectures only on designated dates. (Tentatively, these dates are September 7th, 12th, 14th, October 3rd, 24th.) On other dates, you may use the computers in HH-3030 to work on your projects, and I will be available if you require any assistance.

Academic Integrity: Students are expected to be familiar with, and adhere to, the principles which constitute proper academic conduct (see University Regulation 6.12 in the MUN Calendar). You are also encouraged to visit the MUN Writing Centre's guide to avoiding plagiarism: `http://www.mun.ca/writingcentre/plagiarism/` . In particular, the following points should be emphasised:

- The Calendar requires your instructor to report any incident and its resolution to the Head of the Department of Mathematics and Statistics. In turn, they oblige the Head to forward this information on to the Office of the Registrar (Regulations 6.12.5.2 and 6.12.8). This information **WILL** be kept on permanent record and may result in increasingly serious penalties being imposed for future academic offences (within any unit of the University).

- Plagiarism from any source, including the Internet, **IS** an academic offence.

- Copying from other students **IS** plagiarism. This includes two students making use of a co-written computer code, or copying from reports submitted in past semesters.

- Even a minor incident of plagiarism **WILL** result in a reduction of the mark on the project on which the plagiarism occurs (Regulation 6.12.5.4). Serious and/or repeated offences may result in either a reduction of mark or a zero for the **ENTIRE** course. In extreme cases, suspension of up to six semesters or even permanent expulsion from the University could result (Regulation 6.12.6.4).

- Getting someone else to do either an entire project or a substantial part of a project for you is impersonation. This is an extremely serious offence and likely penalties would include receiving a zero on the course **AND** a suspension of up to six semesters or expulsion from the University (Regulation 6.12.6.4).

- Project #4 is considered to be the final exam in this course. As such, any alleged offences involving it are deemed to be extremely serious in nature.

Accommodation: Memorial University of Newfoundland is committed to ensuring an environment of understanding and respect for the dignity and worth of each student and also to supporting inclusive education based on the principles of equity, accessibility and collaboration. For more information on Memorial University's commitment to accommodation of students with disabilities, see `http://www.mun.ca/policy/site/policy.php?id=239` .

Important Dates:

Sept 15, Friday	Code for Project #1 due at noon
Sept 20, Wednesday	Last day to add courses
Sept 22, Friday	Sample LaTeX for Project #1 due at noon
Oct 2, Monday	Project #1 due
Oct 9–10	Midterm Break
Oct 23, Monday	Project #2 due
Oct 25, Wedneday	Last day to drop courses without academic prejudice
Nov 15, Wednesday	Project #3 due
Dec 1, Friday	Last day of lectures
Dec 11, Monday	Project #4 due

In the event of a class cancellation on the date a project is to be submitted, check the course website for rescheduling information.