

File Submission Rules for MATH 122 / Spring 2021

Method of submission

- **Via Email:**
 - Matlab codes for Projects 2, 4, 5;
 - Extra Credit problems listed on the Homework page (use subject line ‘math-122-EC2’);
 - Scanned lecture notes with your markings (rubric *Extra credit 1b (easy)* in the Syllabus; use subject line ‘math-122-EC1b’).
- **Via Blackboard:**
 - Regular quizzes;
 - All tests (midterms and final);
 - Pre-lecture quizzes; post-lecture quizzes (rubric *Extra credit 1a (easy)* in the Syllabus).
Pre- and post-lecture quizzes are the only assignments that are not submitted as files, but filled out as True/Falls questionnaires.

Format of submission

(The following applies to all submitted files except Matlab codes indicated above.)

- A *single pdf file*, with image oriented vertically (i.e., simply as on a regular page).
Submission of multiple files instead of one, or submission of non-pdf files, or submission of rotated images, where I need to keep my head tilted to be able to read, will all entail a penalty left to my discretion.
The file, and your handwriting, **must be easily legible**. I will reduce your score by an amount left to my discretion if it is not.
If your file is so illegible that I cannot discern essential details, I will notify you via email that I **will not grade** your current submission and give you **3 hours** to resubmit. If you do resubmit a legible file within 3 hours, I will reduce your score for this assignment by 5% (first offense) and progressively more (repeated offenses), as a compensation for the time that I had to unnecessarily spend on this matter.
If you miss the 3-hour resubmission deadline, I’ll reduce your score further, taking additional 5% for each 3-hours period (or part thereof) over the resubmission deadline.

Size of submitted file

- Regular quizzes: up to 3 MB.
- Midterm exams: up to 4.5 MB.
- Projects: up to 4.5 MB.
- Extra credit problems and Scanned lecture notes with your markings: up to 5 MB.
- Final exam: up to 6 MB.

I will reduce your score by 2 pts for every 1 MB or part thereof in excess of the limits stated above.

Please note that you should **not** compromise the readability of your file by making it lower quality in the hope that it will decrease its size. The limits stated above provide *a lot* of margin if you follow the guidelines below:

- Scan in **black and white** (but *not* in grayscale!).
- Use plain white paper; avoid using ruled paper, and definitely do *not* use graph paper (that with a grid). Not only does graph paper cause image size to go up, but it also makes your writing harder to read.
- You are welcome to use your favorite scanner. (Scanners in the Howe library or in Votey are very economical and time-efficient; use them whenever possible.) If your scanner cannot produce files satisfying the above requirements, I recommend that you try using CamScanner (on an Android phone). From my personal experience, it is economical (again, in black and white), easy to use, and *usually* produces scans of good quality; that is, occasionally you may need to rescan your image or find a good position of the scanner.
If you use an iOS device, you may try Genius Scan (I have no personal experience with it).

For your first violation of rules in any of the above rubric (Method, Format, and Size), you will receive a warning. For any subsequent violation of rules in the same rubric, I will subtract points from your score as described above.

Please see next page for more Rules

Timing of submissions

- **Regular quizzes:**

- Each quiz needs to be completed in 2.5 (two and a half) hours immediately after the class is scheduled to end (on the day when there is a quiz, of course).
- (The quiz itself should really take no more than 10–20 minutes to complete. The extra time is added in case that taking the quiz can have a time conflict with your other courses.)
- If you anticipate having a delay in submitting a quiz on a particular day, please email me *at least 24 hours in advance* and explain your situation. I will try to accommodate your request if I find it reasonable.
- If you **anticipate having a delay in submitting a quiz on a regular basis**, please email me as early as possible (and at least 24 hours in advance of the first occurrence) and explain your situation. You and I will then reach an agreement as to when your due time should be.
- If you submit your work to Blackboard late *without obtaining a prior authorization from me*, your score will be **reduced by 1 point per every 5 minutes (or part thereof) of delay**.
- If you forget to submit the quiz altogether or do not take it for any other reason where you do not have an official excuse, you may still request to take the missed quiz at a later time.
I leave a decision about allowing you to do so completely at my discretion.
When this happens for the first time, I will, ordinarily, be inclined to grant your request; in this case you will receive 50% of the available grade for this quiz.
For subsequent cases, I will not allow you to take the missed quiz.

- **Midterm exams and the Final exam:**

- You will usually be given at least 6 hours to submit your exam, so timing should not be in issue.
- However, if you anticipate a delay in being able to submit the exam, please notify me at least 24 hours in advance. You and I will then reach an agreement as to when your due time should be.
- If you submit your work to Blackboard late *without obtaining a prior authorization from me*, your score will be **reduced by 2 points per every 5 minutes (or part thereof) of delay**.
- If you forget to submit the exam altogether, I will deal with it as described above in regards to Regular quizzes.

- **Projects:**

- Submission data and time for each Project is listed next to that project posted on the **course webpage**.
- Late submission policy is described immediately below the link “My Policy on Projects” on the same webpage.

- **Lecture notes with your markings:**

- Within 3 hours after each lecture.

Scanning your work into a pdf file satisfying the requirements stated on the previous page will take a few minutes. *It will almost certainly take more than just a few minutes when you do your scanning for the first or second time.* You need to take this extra time into account when submitting your work, in order to submit it on time. Therefore, **please practice scanning files in the required form in advance of the assignment and plan your schedule ahead.**