

MA 110 Recitation Handout
University of Kentucky Department of Mathematics
Fall 2019
Sections 016 and 017

Contact Information:

Teaching Assistant: Sara Janus
Office: 718 Patterson Office Tower
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Office Hours:

TR 11:00 p.m. – 12:00 p.m. (POT 718)
T 12:00 a.m. – 1:00 p.m. (Mathskeller)

This handout covers policies pertaining exclusively to recitation. If you have any questions about the course in general, please refer to the main course website < <http://www.ms.uky.edu/~ma110/f.19/>>.

Meeting Location:

Section	Time	Room
016	TR 2:00 p.m. – 2:50 p.m.	CB 337
017	TR 3:00 p.m. – 3:50 p.m.	CB 342

Attendance and Quizzes:

Attendance will typically be taken every day in the form of a quiz. Generally, a multiple-choice question will be given at the end of class each Tuesday. Each multiple-choice problem is graded out of 10 points; typically, seven points will be awarded for attendance and active participation and three points will be awarded for selecting the correct answer. Additionally, we will generally have a free-response question at the end of each class Thursday. Each free-response question is graded out of 10 points; typically, three points will be awarded for attendance and active participation while seven points will be awarded for producing complete, correct, and clear work. Calculators may not be used during graded work.

A student may be deemed absent if they are more than 10 minutes late to class or leave before class is dismissed without a valid excuse. Students are responsible for the material we cover each day regardless of whether or not they were in attendance. In the event of an excused absence, the student must provide the instructor with proper documentation within one week of return to class. Provided that proper documentation is received, a student will be granted one week after the absence to make up any in-class work they missed in order to receive recitation points. If an absence is unexcused, the student will not receive any recitation points for that day and will not be permitted to make up any missed quizzes. Please refer to 5.2.4.2 of the Student Code of Conduct if you have questions regarding excused and unexcused absences <<http://www.uky.edu/StudentAffairs/Code/part2.html>>.

Exams:

Three exams will be given throughout the semester; in addition, there will be a cumulative final exam.

Exam	Date	Time	Room
Exam 1	Tuesday, September 17	7:30 – 9:30 p.m.	CB 106
Exam 2	Tuesday, October 15	7:30 – 9:30 p.m.	CB 106
Exam 3	Tuesday, November 12	7:30 – 9:30 p.m.	CB 106
Final Exam	Tuesday, December 17	6:00 – 8:00 p.m.	CB 106

Classroom Etiquette:

You are expected to show respect toward yourself, your classmates, and the instructor. Consequently, cell phones should not be used for any reason during class. (If you must use your cell phone for some extenuating circumstance, please quietly step outside to do so.) Other devices, including laptops, should be used appropriately and only with the permission of the instructor. Since calculators are not allowed on the exams, we will not be using calculators in recitation.

Homework and E-mails:

Homework is assigned via WeBWorK, with the schedule you received in MA110. There is an Email Instructor button next to each question in WeBWorK, which you can use to contact me via email if you need assistance with homework. Please do not abuse this link! It is meant for you to use occasionally and only after you have made a serious attempt and sought help from other sources. I aim to respond to emails within 24 hours on weekdays, but it is highly unlikely that I will reply on weekends. If all else fails, come see me during my office hours.

Academic Accommodations:

If you have a documented disability that requires any academic accommodations, please notify me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (725 Rose Street, Multidisciplinary Science Building, Suite 407, 859- 257-2754, lbstew2@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Non-Discrimination Policy

University of Kentucky faculty members are committed to supporting students and upholding the University's nondiscrimination policy. Discrimination is prohibited here at UK. If you witness or experience an act of discrimination, we encourage you to report it to the Institutional Equity & Equal Opportunity (IEEO) Office, 13 Main Building, (859) 257-8927.

Acts of Sex- and Gender-Based Discrimination or Interpersonal Violence:

If you witness or experience an act of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may speak with a faculty member or TA/RA/GA, please understand that, as "Responsible Employees" of the University, these individuals are required to report any acts of violence (including verbal bullying and sexual harassment) to the University's Title IX Coordinator in the IEEO Office. If you would like to speak with someone who may be able to afford you confidentiality, the following are confidential resources on campus:

- Violence Intervention and Prevention (VIP) program (Frazee Hall Lower Level; <http://www.uky.edu/StudentAffairs/VIPCenter/>)
- Counseling Center (106 Frazee Hall, <http://www.uky.edu/StudentAffairs/Counseling/>)
- University Health Services (<http://ukhealthcare.uky.edu/uhs/student-health/>)

I reserve the right to alter this handout as necessary; I will grant proper notification if I do so.