

**Prerequisites:** *MA 113:* Math ACTM score  $\geq 26$ , or MA 109 and 112, or MA 110.  
*MA 114:* MA 112 and a grade  $\geq$  "C" in MA 113. Enforcing prerequisites is the responsibility of the Instructor; there is no automatic enforcement by the Registrar.

**Textbook** *Calculus, 3rd edition*, by James Stewart, ISBN 0-534-21798-2

**Syllabus** A course Calendar with suggested problems is available. Each instructor should also give every student an individual syllabus giving name, contact information and office hours, as well as additional information about grading policy. See *University Rules* below.

**University Rules** The University Ombud has made several requests concerning syllabi and other requirements of University Rules:

1. The syllabus should describe curving policy. This is apparently in response to instructors who used "negative curves".
2. Describe carefully what is meant by an excused absence, if attendance will be used in grading. You may have any student who misses both the first two class meetings dropped from the course. Just take a list of names to Cindy Iten, in POT 257.
3. All teachers must provide undergraduate students with a Midterm Evaluation of their course performance by Friday, Oct. 24, 2003.
4. No examinations (except make-ups) are to be given the last week preceding Final Examinations.
5. Please see the ombud's memo (e-mailed to all faculty and graduate students by the Chair) for the full story.

**Math resource center** The mathematics resource center or Mathskeller is in room 65 in the basement of the Classroom Building. Tutorial help is available for all 100-level MA courses. All teaching assistants for MA113/114 are asked to schedule at least one of their office hours in this facility (and a total of three office hours). After this week, Mathskeller hours are 8-8 MTWR, 8-5 F. There will probably be additional hours just before Midterm Examinations.

**Exams** There will be three exams and a final. These exams are scheduled in the evening at the times shown in the course Calendar. Rooms for exams will be assigned after classes begin. If you don't want to write your own, feel free to join other lecturers to write a common exam. Note that there is a uniform time for the Final Examination in MA 113, but not for MA 114.

Please emphasize to your students that they should try to clear their schedule for these exams. Students are allowed to register for a course that meets at the same time as a common exam. Students are required to give their instructor two weeks notice, in writing, of any conflict of a Common-Hour Exam with a class, and the instructor is required to give an alternate exam. With this much notice, it should be possible for lecturers to write a common alternate exam, if they want to. See p.19 of the Fall 2003 Schedule of Classes for details. (Note that alternate exams are only required for students with *excused* absences.) Instructors in evening classes generally give their exams during a regularly scheduled class meeting.

**Homework** There are no paper graders for either MA113 or MA114. Please note that, by Departmental policy, TA's are *not* to be used as homework paper graders. It is expected that TA's and faculty will share equally in grading examinations and quizzes. The problems in the syllabus are a guide to the topics to be covered.

**MA193/194** In addition to the 4 hours of credit for MA113/114, the department offers one additional hour of credit for MA193/194 on a pass/fail basis. Instructors may set their own grading policy for MA193/194. MA 193/194 is the Recitation section of MA 113/114. Hence, it is appropriate to require students to attend MA 193/194, and to use attendance/participation in course grades for MA 113/114, even if the student is not enrolled in MA 193/194. Below are a few common questions about MA193/194.

*Must a student take MA193/194?* No, unless the student is in MathExcel. Math-Excel students must take MA193/194.

*What section of MA193/194 should a student register in?* Students should register in the same section number for both MA193/194 and MA113/114. If a student drops or changes sections of MA113/114, they should also drop or change sections of MA193/194. Instructors and teaching assistants should check their MA193/194 rolls near the end of the semester. If there is a name that is unfamiliar, please try to determine if the student is registered in another section of MA113/114.

*Can MA193/194 be repeated?* Yes, though there is little benefit to this.

*Can MA193/194 be taken without MA113/114?* Yes, though it is not recommended.

**Problems** Students should try to resolve problems with their instructor and/or teaching assistant. If this is not successful, they should contact the departmental ombud. If you have suggestions or corrections for the syllabus, please let me know.

**Calculators** Most students are familiar with graphing calculators such as the TI-82. These calculators allow students to graph functions, solve equations, evaluate derivatives and definite integrals numerically. Elizabeth has TI-82 calculators that each instructor may check out. I suggest that students be allowed to use such calculators on exams. Test questions should be written so that it is clear whether a numerical answer from the calculator is acceptable or if students must carry out the computation by hand. In addition, some students will have machines that can carry out symbolic computations. I suggest that students not be allowed to use such machines on exams. Examples of such machines include the TI-89, TI-92, the HP48 and, of course, laptop computers.

**Computer labs** The math department has a computer lab, Inslab, that instructors may use. See <http://www.ms.uky.edu/~inslab> for more information. This lab has Maple and Matlab available. The university also maintains numerous computer labs where students may use Maple and other mathematical software. These labs contain classrooms that may be reserved.