
RECITATION SYLLABUS

Calculus I Recitation, MA 193

University of Kentucky Department of Mathematics

Fall 2018 Semester

Section 006 – TR 8:00am-9:15pm in CB 245

Section 002 – TR 9:30pm-10:45pm in FB 213

Contact Information:

Recitation Instructor: John Hall
Office: Patterson Office Tower (POT) 906
Email: john.hall@uky.edu

Office Hours:

T 11:00am – 12:00pm (POT 906)
R 2:00pm – 3:00pm (POT 906)
F 4:00pm – 5:00pm (Mathskeller)
*Additional office hours available
by appointment*

This document ONLY covers policies pertaining to recitation. If you have any questions about MA 113 in general, please refer to the main course website at <http://www.ms.uky.edu/~ma113/f.18/>.

Recitation Goals & Structure: The goal of recitation is to supplement your understanding of the mathematical concepts presented in lecture. A typical recitation period will involve forming a group (usually assigned) with several other students to work collaboratively on recitation worksheets. This will involve you and your peers communicating with one another and the instructor to fill gaps in your understanding of the content from the previous lecture(s).

Grading: This class is graded on a pass/fail basis. You will pass this class if you satisfy the following two criteria:

- you have no more than 2 unexcused absences
- you receive a grade of D or better in MA 113

So, if you receive a grade of E in MA 113, or if you have 3 or more unexcused absences in recitation, you will not pass MA 193.

Attendance: If you are not present and actively engaged in class for at least 80% of the class time, then you will be counted absent. This means that on a typical day where class is 75 minutes long, you must be present and actively engaged for at least 60 minutes in order to not be counted absent. As for tardiness, if after five minutes a student has not arrived at class, then that student will be counted tardy. Four tardies will count as one unexcused absence. Although it probably goes without saying, I should mention that if a student is counted absent from class, then that student will *not* also be counted tardy. That would obviously be unfair.

Some absences may be excused. For excused absences, make-up work must be turned in no later than one week after you return to class. Make-up credit is not available for *unexcused* absences. Please refer to the course website and/or §5.2.4.2 of the Student Code of Conduct for what constitutes an excused absence

(<http://www.uky.edu/ombud/excused-absences>). I require appropriate documentation for all excused absences. The student must notify me and provide appropriate documentation for the absence within one week following the period of the excused absence (except where prior notification is required). In particular, for health-related absences, I consider the Tier 1 document to be appropriate verification. The link to the Tier 1 document form and other information regarding it may be found at:

<https://ukhealthcare.uky.edu/university-health-service/student-health/services/absences>. If you missed a class due to health-related reasons, then the Tier 1 form should be filled out and turned in to me in order to have the absence excused.

Recitation Worksheets: Each recitation class period focuses on solving recitation worksheet problems. Students will be provided with recitation worksheets in class for the first class session only. Beginning with the second recitation class, you may bring your own hard copy to class if you would like. However, I will put recitation worksheets up on the projector, so printing the worksheets is not a requirement. Every worksheet for the entire course can be accessed and printed from the course website. Here is the link to the recitation worksheets: <http://www.ms.uky.edu/~ma113/f.18/packet.pdf>

Classroom Etiquette: During recitation, you are expected to be respectful to yourself, fellow students, and the instructor. If a student is disrupting the learning environment of the class, then I will first give that a student a warning. If the student continues to disrupt the class, then I will ask that student to leave class and be counted as absent for that day.

Electronic Devices: Cell phones, tablets, laptops, and other such electronic devices may be used in class only as a resource to help you complete the recitation worksheets. Do keep in mind though that one of the main goals of recitation is for you to learn how to collaborate with your peers. Consequently, you should not be spending large chunks of time in recitation looking up information on your electronic device. Also, for information regarding the calculator policy for this course, please see the course website: <http://www.ms.uky.edu/~ma113/f.18/>.

Homework: If you need assistance with your online homework through WeBWorK, please use the “Email Instructor” button on WeBWorK as it links me to your homework question directly. I will respond to these requests as soon as I am able to do so. As such, please make sure to begin assignments early enough to seek help. A good guideline is that I will respond to help requests made before 5:00pm on that same day. Help requests made after 5:00pm may not be answered until the following day.

Emails: I will answer emails sent to me within 24 hours of receiving them on weekdays and within 48 hours on weekends. Make sure that you use your University of Kentucky (UK) email address (contains @uky.edu) when corresponding with me. I will not respond to emails from non-UK email addresses. In the subject line of your email, please include your section number and last name—for example, MA113-013 Hanely ... If you have a question regarding homework or a recitation worksheet, send me an email as soon as you can.

Office Visits: The best way to get the most out of an office visit is to come prepared! It will be very helpful if you write down your questions ahead of time and bring your work from your first attempts to do the problems with you to my office.

Studying for Math: When I was a student and teachers would say, “Study for your math test!” I would think, “How do I study for a math test?” I now realize that ‘study’ is the wrong verb. You really need to ‘practice’ for a math test. – Susan Kruger

How I Prepare for a Math Exam:

1. About a week before the exam, go through the relevant homework and try to pick out 2-3 problems from each assignment that gave a good representation of the material. Depending on the length of the assignment and the variety of problems that number will fluctuate; the idea is to collect a list of problems that represent the different topics covered.

2. Now that you have a list of problems, solve them carefully. Write down all of the steps, and use WeBWork to check your answer. If you get stuck on a particular problem, use your notes as a reference to guide you through it. This should be done 4-5 days before your exam.

3. Once you’ve gone through and reviewed the material in Steps 1-2, print out 3-4 old exams (Make sure you’re printing out the blank exams!). Set aside time each day to take an old exam. Don’t look at your notes or other resources until you’ve finished taking the test. This helps you understand what material you know and what material you need to spend more time with. Once you’re done, use the solutions provided to make sure you understand how to do each problem on the exam.

Academic Accommodations: If you have a documented disability that requires 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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located at 725 Rose Street in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 or via email at drc@uky.edu. Their web address is <http://www.uky.edu/DisabilityResourceCenter/>.

Note: I reserve the right to alter this document as necessary with proper notification (i.e., at least 24 hours in advance).