

Recitation Policies for MA 123 – Sections 028, 029, 030

Fall 2018

Contact Information:

Teaching Assistant: Deborah Wilkerson

Office: POT 702

E-mail: deborah.wilkerson@uky.edu

Office Hours:

T 2:00pm-3:00pm (Mathskeller)

Th 9:30am-11:30am (POT 702)

and other times by appointment

IMPORTANT: The information in this document applies to the *recitation* portion of MA 123 only. The official syllabus for the course MA 123 can be found at the following link:

<http://www.ms.uky.edu/~ma123/>

Recitation Grades: A portion of the course grade for MA 123 will be determined by your attendance and participation in recitation. You will have the opportunity to earn six points at each recitation. Two of these points will come from attendance and participation in class (i.e. actively working on the worksheet) and the remaining four will come from an assignment. This will most often be a quiz, although some weeks you may be asked to present a problem on the board or turn in a problem from the worksheet instead. In each case, partial credit will be given for attempting the problems and showing work, and the remaining points will be given based upon the correctness of the solution. An attendance sheet will be passed around each day for you to sign, to keep a written record of your attendance. Students will work in small groups for worksheets, but each student must write out solutions to all of the problems individually. You should understand all of the steps involved in each problem.

Attendance Policy: Students who miss recitation due to illness, family emergency, or a university sanctioned activity should request an excused absence from me via email before planned events and as soon as possible after unplanned events. I must have proper documentation **and** you must make up missed work within a week of the excused absence. Any other absence is considered unexcused and missed work cannot be made up. You are expected to arrive to class on time and stay for the duration of recitation. If you have special circumstances that require you to arrive late or leave early, please let me know.

Technology Policy: You are not permitted to use laptops, tablets, cell phones, or any other electronic devices in class, except in the case of an emergency. If you are expecting an important phone call, please let me know ahead of time. At first use, a warning will be issued. If subsequent use is noted in the same recitation, *I reserve the right to take away your attendance and participation points for the day.*

Disability Accommodations: If you have documented disability that requires academic accommodations, please speak with me during office hours. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center.

Exam Room: All exams will be given in CB 114.

Email Policy: I will do my best to answer emails within 24 hours on weekdays and 48 hours on weekends. I generally respond to emails between 9 and 5 on weekdays, so keep this in mind when you send emails or use the “Ask Your Instructor” button on WebWork.

Recording in the Classroom: Video and audio recordings are not permitted during the class unless the student has received prior permission from the professors. If permission is granted, recording of other students is prohibited. Any distribution of recordings is also prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the professor. All content for this course, including handouts, assignments, and powerpoint lectures are the intellectual property of the instructors and cannot be reproduced, sold, or used for any purpose other than educational work in this class without prior permission from the professor.

Tips for Success:

- **ASK QUESTIONS.** Questions are greatly encouraged in this class. However, often times students find themselves in a situation in which they are not sure what they are confused about or how to articulate a question. In these cases, I strongly encourage asking one or more of the following questions:
 - Can you explain that again?
 - Can you explain that in a different way?
 - Can you pause for a moment? I need to catch up.
- **OFFICE HOURS.** Office hours are specifically set up for you to come ask questions and get any additional help that you need. You do not need to make an appointment to come to office hours. These are for YOU. Please take advantage of them.
- **FAIL OUT LOUD.** Yes, you read that right. Do not be afraid to make a mistake, especially in front of me or your peers. This only serves to hinder your learning. Take a chance when you are unsure. You may turn out to be right, and if you're wrong, you will never forget the correct answer. Plus, you will remind your peers that no one is perfect all the time, which will in turn give them the courage to take a chance as well.