

Recitation Information Sheet for Calculus (MA123) – Sections 012, 021, 026 Fall 2018

Contact Information:

Teaching Assistant: Shane Clark

Office: POT 702

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Office Hours:

MF 11:00am-12:00pmm (POT 702)

W 9:00am-10:00am (Mathskeller, CB 063)

by appointment (email M-F 9am-5pm)

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 have the opportunity to earn 7 points at each recitation. You will earn 2 point for attending and 5 points for participation. You earn participation points by turning in one problem assigned from the recitation worksheets, presenting a problem for the class, completing a quiz, or a similar activity. 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. 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 and tablets in class unless you are given permission. However, using them for any purpose unrelated to MA 123 is strictly prohibited. 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 point for the day.*

Disability Accomodations: 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: Exams 1-3 will be held in CB 106.

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.