

**MA 123: Elementary Calculus & its Applications,
Sections 003, 004, & 005**
University of Kentucky, College of Arts & Sciences (A&S)
Department of Mathematics (MA)
Spring 2019

This syllabus contains information specific to recitations for MA 123 sections 003, 004, & 005. Please refer to the MA 123 canvas page and the MA 123 course webpage for detailed information pertaining to the whole course. If you need any additional explanation, please don't hesitate to ask your instructor.

Instructor Information:

Instructor: Margaret Grogan

Office: POT 702

Phone: (859) 257 - 6804

Email: margaret.grogan@uky.edu (preferred contact method)

Website: <http://ms.uky.edu/~magr235/>

Office Hours: T, 1:00 - 2:00 pm, Mathskeller

W, 11:00 - 12:00 pm, POT 702

R, 1:00 - 2:00 pm, POT 702

*Other times available by appointment

Recitation Time and Location: Section 003: T, 9:30 - 10:45 am, JSB 213
Section 004: R 9:30 - 10:45 am, JSB 213
Section 005: T, 8:00 - 9:15 am, JSB 213

Main Course Web Page: Canvas - <https://www.ms.uky.edu/~ma123/Spring19/>

Introduction: This syllabus pertains to the recitation portion of MA 123. The course coordinator syllabus can be found at the main course website. If there are any conflicts between this document and the primary instructor's syllabus, the primary instructor's syllabus takes precedence.

Classroom Policies: Please do not use electronics, except calculators, in the classroom unless approved by the instructor beforehand. Cellphones and other electronic devices should be set to silent (not vibrate) and should not disrupt class in any fashion. If you expect an urgent phone call, please inform the recitation instructor before class. I reserve the right to take away points from your attendance grade for the day if I see you on your phone instead of engaging in the class.

Participation/Attendance Points: A portion of your recitation grade will be determined by attendance and class participation. Attendance will be taken promptly at the beginning of every recitation. This class should be interactive and at times may require working in groups. Therefore, attendance is mandatory. The list of excused absences includes illness, death of a family member, any trips organized by the university, and religious holidays. Senate Rule 5.2.4.2. When possible, excused absences must be reported before the missed day of class while unexpected absences (perhaps due to illness) must be reported within a week of the missed day. Quizzes must be made up within a week of returning to class. Please **email me** to report excused absences and schedule make-up quizzes. *It is your responsible to make up quizzes. I will not hunt you down to remind you.*

Unexcused absences include missing class entirely without an excuse, showing up more than 10 minutes late or leaving early without an excuse, neglecting to stay on task, and causing a disruption of the class. If there are special circumstances that will require you to be late to class or must leave early on a regular basis, please contact me as soon as possible.

I expect you to participate by being present, engaging in group activities, asking, and answering questions. This includes bringing your textbook if you need it, something to write with and on, and anything else you might need. Students are expected to ask questions when they do not understand something.

Quizzes/Worksheets: Quizzes/Worksheets will be assigned throughout the semester and will be in accordance with the main course website and syllabus.

Grade: The recitation grade will be a total of 40 points (out of the total 565 points) and will be split between recitation attendance/participation (16 points) and quizzes (24 points).

Exam Rooms: Throughout the semester we will be having common hour exams. A full schedule and room locations can be found here: <https://www.ms.uky.edu/ma123/Spring19/rooms.html>

Modifications: I reserve the right to modify this syllabus as deemed necessary. I will try my best to announce any major changes during recitation or via email.

Email Policy: I check email between 9:00 am - 5:00 pm on weekdays. I will attempt to respond to any email within a 24-hour time period, except on weekends. You are welcome to email me outside those hours, but I will not be able to respond until the next work day. This includes questions you send via WebWork or Piazza.

Academic Integrity, Cheating, and Plagiarism: Please see the primary course syllabus for the policy on academic integrity.

How to succeed:

- Come to office hours and email me as soon as you have questions.
- Read the book and study your notes.
- Form a study group with fellow classmates.
- Make a study plan.
- Find additional help and resources at The Mathskellar CB 063.

“To give anything less than your best is to sacrifice the gift.” – Steve Prefontaine