**MA 110 Recitation Handout**

# University of Kentucky Department of Mathematics Fall 2019

Sections 008, 009

## Contact Information: Office Hours:

Teaching Assistant: Ryan Rogers TR 9:00 a.m. – 10:00 a.m. (POT 902)

Office: 902 Patterson Office Tower F 2:00 p.m. – 3:00 p.m. (Mathskeller)

E-mail: rjro233@uky.edu

This handout covers policies pertaining exclusively to recitation. If you have any questions about the course in general, please refer to the main course website < http://www.ms.uky.edu/~ma110/f.19/>.

## Attendance and Quizzes:

Attendance will typically be taken every day in the form of a quiz. Generally a multiple-choice question will be given at the end of class each Tuesday; ordinarily seven points will be awarded for attendance and active participation and three points will be awarded for selecting the correct answer, for a total of 10 points. Normally a free-response question will be given at the end of each class Thursday; in general three points will be awarded for attendance and active participation while seven points will be awarded for producing complete, correct, and clear work, for a total of 10 points. Calculators may not be used during graded work. A student may be deemed absent if they are more than 10 minutes late to class or leave before class is dismissed without a valid excuse. Students are responsible for the material we cover each day regardless of whether or not they were in attendance. In the event of an excused absence, the student must provide the instructor with proper documentation within one week of return to class. Provided that proper documentation is received, a student will be granted one week after the absence to make up any in-class work they missed in order to receive recitation points. If an absence is unexcused, the student will not receive any recitation points for that day and will not be permitted to make up any missed quizzes. Please refer to 5.2.4.2 of the Student Code of Conduct if you have questions regarding excused and unexcused absences <http://www.uky.edu/StudentAffairs/Code/part2.html>.

## Exams:

Three exams will be given throughout the semester; in addition, there will be a cumulative final exam.

**Exam 1: Tuesday, September 17, 7:30 – 9:30, CB 110**

**Exam 2: Tuesday, October 15, 7:30 – 9:30, CB 110**

**Exam 3: Tuesday, November 12, 7:30 – 9:30, CB 110**

**Final Exam: Tuesday, December 17, 6:00 – 8:00, CB 110**

## Classroom Etiquette:

You are expected to show respect toward yourself, your classmates, and the instructor. Consequently, cell phones should not be used for any reason during class. (If you must use your cell phone for some extenuating circumstance, please quietly step outside to do so.) Other devices, including laptops, should be used appropriately and only with the permission of the instructor.

## Homework and E-mails:

Homework is assigned via WeBWorK with the schedule furnished to you in MA110.

There is an Email Instructor button next to each question in WeBWorK, which you can use to contact me via email if you need assistance with homework. Please do not abuse this link! It is meant for you to use occasionally and only after you have made a serious attempt and sought help from other sources. I aim to respond to emails in a timely fashion during daytime on weekdays, but it is highly unlikely that I will reply on weekends or past 5:00 p.m. on weekdays. If all else fails, come see me during my office hours.

## Academic Accommodations:

If you have a documented disability that requires any 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 (725 Rose Street, Multidisciplinary Science Building, Suite 407, 859- 257-2754, lbstew2@email.uky.edu) for coordination of campus disability services available to students with disabilities.

## Non-Discrimination Policy

University of Kentucky faculty members are committed to supporting students and upholding the University’s nondiscrimination policy. Discrimination is prohibited here at UK. If you witness or experience an act of discrimination we encourage you to report it to the Institutional Equity & Equal Opportunity (IEEO) Office, 13 Main Building, (859) 257-8927.

## Acts of Sex- and Gender-Based Discrimination or Interpersonal Violence:

If you witness or experience an act of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may speak with a faculty member or TA/RA/GA, please understand that, as ”Responsible Employees” of the University, these individuals are required to report any acts of violence (including verbal bullying and sexual harassment) to the University’s Title IX Coordinator in the IEEO Office. If you would like to speak with someone who may be able to afford you confidentiality, the following are confidential resources on campus:

* Violence Intervention and Prevention (VIP) program

(Frazee Hall Lower Level; <http://www.uky.edu/StudentAffairs/VIPCenter/)>

* Counseling Center (106 Frazee Hall, <http://www.uky.edu/StudentAffairs/Counseling/)>
* University Health Services [(http://ukhealthcare.uky.edu/uhs/student-health/)](http://ukhealthcare.uky.edu/uhs/student-health/))

## I reserve the right to alter this handout as necessary; I will grant proper notification if I do so.