

## Policies for MA 123 Recitation

University of Kentucky Department of Mathematics, Spring 2018

### Recitation Sections:

**Section 009**, Tuesdays 8:00am-9:15am in CP 397

**Section 010**, Thursdays 8:00am-9:15am in FB B2

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

**Instructor:** Kalila Sawyer

**Email:** [kalila.sawyer@uky.edu](mailto:kalila.sawyer@uky.edu)

**Office:** POT 722

### Office Hours:

Tuesday & Thursday 9:30am - 10:30am in POT 722

Monday 10:00am - 11:00am in the Mathskeller (CB 063)

Or by appointment

**Recitation:** Recitation is a time for you to work at length on problems to better understand how to use the mathematical ideas and techniques introduced in lecture. The majority of recitation will involve working in a group with other students on problems from recitation worksheets, which are available on the course website. You should be busy for the full 75 minutes of class time, and should **not** be working on any homework or work for your other classes.

**Grading:** Your recitation grade will be based on work that you turn in each recitation period. For example, this may be a small quiz given in class, or detailed answers to some recitation worksheet problems. You must be present and actively participating in the entire recitation period to receive credit for that day.

**Absences:** You can make up work that you missed due to an **excused** absence as long as I receive documentation (doctor's note, etc). Please notify me as early as possible about excused absences. You must make up the work no later than one week after you return to class. Make-up credit is not available for unexcused absences. See the course website for details on what constitutes an excused absence.

**Electronics:** Phones, tablets, and laptops may only be used to access calculators or course materials such as recitation worksheets or lecture notes. Using these for any other purpose during class (including doing homework) will result in an unexcused absence for the class period.

**Office Hours:** My office hours are listed at the top of this page. These are times I have set aside to answer homework questions and review course material in person. You do not need an appointment to attend my office hours - just show up! If you would like to meet with me but are busy during my listed times, email me or send me a message through Canvas and we can schedule another time to meet.

**Emails:** I will do my best to answer all emails and Canvas messages within 24 hours, but I typically do not answer messages that I receive after 6pm until the following morning. This includes homework questions sent through the WeBWorK 'email instructor' button, so please send me a message before 6pm to ensure a reply before homework is due.

**Everything Else:** Any course information that you could not find on this sheet is likely on the course website.