

## POLICIES FOR RECITATION

### Recitation Time and Location:

Section 021	T 2:00 pm - 3:15 pm	Thomas Poe Cooper Bldg Rm.113
Section 022	R 2:00 pm - 3:15 pm	Lucille Caudill Little Fine Arts Lib & L Rm.311
Section 023	T 3:30 pm - 4:45 pm	Chemistry-Physics Bldg Rm.397
Section 024	R 3:30 pm - 4:45 pm	Chemistry-Physics Bldg Rm.297

**Course Website:** <https://www.ms.uky.edu/~ma123/Spring18/>

**Instructor:** Vasily Zadorozhnyy

**Email:** [vasily.zadorozhnyy@uky.edu](mailto:vasily.zadorozhnyy@uky.edu) (Preferred method)

**Personal Website:** <http://www.ms.uky.edu/~viza222/>

**Phone:** (859) 257-7216

**Office Location:** Patterson Office Tower Rm. 902

**Office Hours:** T 11:00 am - 12:00 pm or *by appointment*

**Mathskeller Office Hours:** TR 10:00 am - 11:00 am

**Recitation Goals and Structure:** The goal of recitation is to supplement your understanding of the mathematical ideas presented in lecture. A typical recitation period will involve forming a group (usually assigned) with several other students to work collaboratively on the recitation worksheet. This will involve you and your peers communicating with the recitation leader and one another to fill in gaps in your understanding of the content from the previous three lectures.

**Recitation Worksheets:** The majority of the recitation class period centers around solving problems on that day's recitation worksheet. Students will be given recitation worksheets in class for the first class session and are expected to bring their own (either printed or on a laptop or tablet) beginning with the second recitation class. The remaining worksheets can be accessed or printed from the course website - <https://www.ms.uky.edu/~ma123/Spring18/>.

**Homework Questions:** I am glad to help with homework questions during office hours or through email, but we will not usually have time for homework questions during our recitation meetings. You must not plan to work on your homework for this class or any other class during recitation.

**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 (doctors 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.

**Office visits:** The best way to get the most out of an office visit is to come prepared! It will help if you write down your questions ahead of time, and bring with you all the work for your first attempts to do the problems.

**Emails:** I will answer emails sent to me **within 24 hours** on the weekdays and **48 hours** on the weekends. If I have not replied to you in the amount of time mentioned above please send me another email. In

the subject line of the email please include class and section number, last name, and a topic, such as: MA123-(Section Number) (Last Name) (Topic). For example, if I am a student in MA123 section 12 and I have a question about upcoming exam, then in the subject line I would write *MA123-012 Zadorozhnyy Upcoming Exam Question*. If you have a question on a homework or recitation worksheet send me an email as soon as you can and do not wait until the last moment. Please plan accordingly!

**Electronics:** Laptops and tablets are allowed during recitation **only** for accessing the day's recitation worksheet. Phones should not be used during class. Using electronics for other purposes, including doing homework, may count as an unexcused absence.

**Calculators:** You are allowed to use TI-83, TI-84 and TI-*Nspire* CX calculators during recitation sections and quizzes. TI-89, TI-*Nspire* CX CAS or any other computer algebra system calculators are not allowed during quizzes.

**Additional Practice:** If you feel like you need an additional practice or help with your class assignments you should go and check the MATHSKELLER office located at the basement of Whitehall Classroom Building room CB063 and/or check their website at <https://math.as.uky.edu/mathskeller>.

**I reserve the right to alter these policies as necessary with proper notification.**