Instructor: Dr. Hoffmeister  
Email: amhoff@illinois.edu  
Office Hours: By appointment (324 Altgeld Hall)

Teaching Assistant: Vanessa Rivera-Quiñones  
Email: riveraq2@illinois.edu  
Office Hours: 14 Illini Hall  
Tuesdays and Thursdays 5:00-6:00pm

Lab Information
- Location: 14 Illini Hall
- Section AB3  1:00pm-1:50pm  Thursday
- Section AB2  2:00pm-2:50pm  Thursday

Webpage: In our lab’s webpage I will post additional resources, readings, and reflections that I think will complement the class as we go along. These will be optional and are meant to be an extra resource for discussion. Link: https://faculty.math.illinois.edu/~riveraq2/teaching/spring18-103.html

Expectations for Lab
The lab portion of the course is designed to allow you time to work with your peers on problems related to the content currently being presented in lecture. The problems are intentionally challenging and are designed to make you think conceptually about the material being studied. The goal is to have you deeply understand the mathematics you will one day be teaching.

For most lab sessions we will be working on problems from your Explorations Manual and WebAssign. You should bring these with you to each lab session. If you need additional resources, you will be notified in advance either during lecture or via e-mail.

No calculators are allowed during lab.

Grading
Your lab grade is worth 15% of your overall course grade. Your lab grade will be based on attendance, preparation, participation, and completed work.

Daily Grade (based on attendance, preparation, participation, and completed work)
Each lab meeting you have the opportunity to earn 10 points toward your daily grade. The 10 points will be calculated as follows:

(3 points) Attendance: Your attendance in lab is mandatory. If you miss more than 3 labs, you will earn an F in the course. If you are more than 20 minutes late to lab, you will earn a zero for the daily grade.

(4 points) Preparation & Participation: You are expected to come to class ready to discuss the course material for conceptual understanding. You should bring your explorations manual and course notes to lab. You will be working with other students to solve challenging problems and will then be presenting your ideas to others in the class.

(3 points) Completed Work: You will receive points for the work you complete during lab. You will receive information on how your work will be graded during lab times.
If You Have Any Concerns: Do not hesitate to come to office hours or make an appointment to discuss any aspect of the course. The quickest way to reach me is by email, which I will check regularly until 8:00 p.m. Afterwards, I will respond the following day at the latest. If you have questions or concerns about your lab grades, you must notify me within a week after the grade was posted.

What to expect during lab: During lab we will play and explore, challenge ourselves, and work in teams. I help by providing hints, guiding you if you feel stuck, providing feedback on your work, or facilitating group discussions.

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| - Work in groups and get to know each other.  
- Review your lecture notes before lab  
- Bring your Explorations Manual.  
- Ask questions! (answer questions!)  
- Listen and talk to other students.  
- Arrive on time to class and stay for the whole session. | - Work alone.  
- Use discussion as a replacement for lecture.  
- Be rude, hurtful, racist, sexist, or disruptive.  
- Use cellphones or computers during class.  
- Arrive late or leave early. |

Recommendations:

- **Ask questions (in lab and lecture).** This is your space to clarify any questions you have with the material. Feel free to email any questions too.

- **Practice DOES make perfect.** “We are what we repeatedly do. Excellence, then, is not an act but a habit.” – Aristotle

- **Attend office hours!** TA's get lonely and love talking about math! Below are some guidelines of what to expect at office hour (these are not all!) but if you are unsure on what to ask, you can give these suggestions a try!

A Guide to Office Hours:

- Work in groups and get to know each other.
- Review your lecture notes before lab.
- Bring your Explorations Manual.
- Ask questions! (answer questions!)
- Listen and talk to other students.
- Arrive on time to class and stay for the whole session.
- Work alone.
- Use discussion as a replacement for lecture.
- Be rude, hurtful, racist, sexist, or disruptive.
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