

# TA Syllabus

Course: Math 311 – Introduction to Real Analysis

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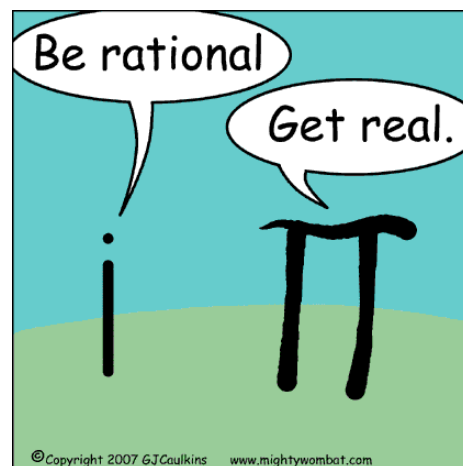
Office: Hill Center 508

Office Hours: Wednesdays , 9-10am

Website: [math.rutgers.edu/~ceu11](http://math.rutgers.edu/~ceu11)

## Appointment and Office Hours

If you schedule a meeting with me outside of normal office hours, you are expected to arrive on time. If you cannot make it, you are expected to give me sufficient notice. If you arrive to an appointment more than 10 minutes late, you have missed the meeting and need to reschedule. If you miss 3 meetings without notifying me, I reserve the right to not schedule any further meetings. I want to be flexible and available to provide help, but I ask that you are respectful of my time in return.



## Academic Integrity and Group Work

In this class, you will spend a lot of time working in groups, but you will still receive your own grade for the course, and will therefore need to do your own work. So, how do you know when the group work must stop, and the individual work begins? Follow the “Sauna Rule”: If you work out problems with other students, do not copy the answers. Instead, go take a 30-minute sauna, and then write up the answer on your own without the aid of group work. Copying work that is not yours is plagiarism, even if the work was done as part of a discussion of a problem.

## Quizzes

At the start of each workshop, you will take a short quiz. Each quiz will follow the same format:

- 3 multiple choice or true/false questions
- 1 fill-in-the-blank or short answer question
- 1 find-the-error question

These quizzes will test whether you know the vocabulary, standard examples, names and statements of important theorems, etc.

I don't offer makeup quizzes. If you miss class, then you've missed that quiz. To compensate for this policy, I'll drop the lowest two quiz grades at the end of the semester.

Tardiness to class is a huge pet peeve of mine, so quizzes will start promptly at the start of class and end 15 minutes into class. If you arrive 5 minutes late, then you only have 10 minutes to complete the quiz. If you arrive more than 15 minutes late, then you've missed the quiz.

\*All policies in this syllabus are subject to change, according to the discretion of the instructor and teaching assistant.

## Workshop Write-ups

Each week, you will meet with me to work on problems in groups. You will then be assigned to write one of those problems up carefully to be turned in the following week. Each writeup will be graded out of 15 points: 5 for mathematical accuracy, 5 for presentation, and 5 for grammar. See the rubric below for more details.

Category	5 Points	3 Points	1 Point
Mathematical Accuracy	No computation errors. All relevant theorems were used and cited properly. No logical errors or missing components.	Overall correct with either few major errors or many smaller errors. These errors may be either computational or logical.	Some correct computation with no corresponding explanation. Alternatively, the correct start or main idea of a proof, without completing the proof (either correctly or at all).
Presentation	Typed in LaTeX with correct formatting and labels. Important equations are given their own line and referenced as needed.	Typed with correct formatting. Equations are not referenced correctly or at all. Some typo's.	Typed, but with little-to-no mathematical formatting (for example, typing the word "theta", instead of the mathematical symbol $\theta$ ).
Grammar	Proper English grammar. Typed in paragraphs with complete sentences. Proper punctuation and sentences start with a capital letter.	Explanations provided, but without proper capitalization or punctuation. Not always in complete sentences.	Some words to connect the computations, but never in complete sentences.

### Writeup Policies:

- **Late workshops:** I will not accept any late workshops, with a small exception. You may give me up to three workshops late, with each one being turned in (either to my mailbox, to me personally, or slid under my office door) by noon the day after the due date. You may use this late policy for any reason, but you may only use it up to three times in the semester.
- **Workshop re-writes:** Before each exam, you will have the option to rewrite one of your graded workshops. You should edit your writeup based on the feedback you received when I graded it, and then submit a new draft. Your grade on the second draft will replace your original grade for that workshop. Details about these rewrites will be sent out before the first exam.
- **Workshop formatting:** You are required to type your workshops. I recommend typing all of your workshops in LaTeX using the online compiler [ShareLatex.com](http://ShareLatex.com). Your first workshop will walk you through making your first LaTeX document. The only way to learn LaTeX is to practice it, and you'll likely need to search the internet for help along the way. Of course, I'm also available in office hours to help with any formatting issues you have. I'll also post lots of useful resources on my website.

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