A100: Section 104 Discussion Syllabus  
Fall 2012  
Wed 3-3:50 pm

Contact Info
TA: Holly Sheets (just call me Holly, no formality needed!)
Phone: I don’t recommend calling my office. I’m often not in it, and my officemates and I aren’t very good about checking the voicemail.
Office: CSS 0224A
Office Hours: Mon 3-4 pm, Wed 12:30-1:30 pm, or by appointment
Email: hsheets at astro dot umd dot edu, or via ELMS (I am very easy to reach via email, unlike the phone.)
NOTE: On occasion, Hotmail decides to block emails from the umd.edu domain. I recommend using your umd.edu account (or, at least, not Hotmail) to email me, especially if you require a quick response.
Website: http://www.astro.umd.edu/~hsheets/a100.html and ELMS

Discussion
Discussion is your opportunity to ask me questions, either about the lecture material or the homework. The more you participate, the more interesting and useful the session will be for you.

Please arrive on time and plan to spend the full 50 minutes at discussion.

Your grade will be determined by a worksheet given during each session. I reserve the right to occasionally do a pop quiz, for which you will work alone without your notes, just to keep you on your toes. The quizzes/worksheets must be completed and handed in during the session. They will be graded out of 5 points, for a total of 5x13 = 65 points.

If you must miss a discussion, for a University-approved reason, you can make up the discussion by attending a different section that week, BUT you must obtain my permission to do so. Acceptable excuses, as defined by the University, are illness (your own or a dependent), religious observances, athletics and other sanctioned University activities, and circumstances beyond your own control. Other excuses will be accepted or rejected at my discretion. In the case of illness or unexpected circumstances, you need to contact me within 24 hours after the missed discussion (or whenever you are well enough, if you are seriously ill). In the case of athletics or religious observances, you should contact me in the week leading up to the discussion you will miss.

Office Hours
Please use them! I usually have a pretty short (~hours) response time for emails, but visiting my office hours is the fastest way to get a response from me. If you come to my office hours, I can guide you if you’re absolutely stuck on a homework problem, or if you’re just confused about a concept. It’s often easier to explain things if I can draw pictures (or gesture, I wave my hands about a lot), or interact with you in real-time rather than by email. If my scheduled office hours don’t work for you, you can email/talk to me to set up a time to meet instead.

Emailed Questions
I will answer any emails about homework that I receive by 10:00 pm on Wednesday nights, since HW is due Thursday mornings at the start of class. I will try to get those responses out before midnight - if there are LOTS of questions, it might take me a little longer. I will not have time on Thursday mornings to answer questions, so please start your homework as early as possible!