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## DAILY PREP EXPECTATIONS AND GUIDELINES

Normally, for both of our meetings each week, you will be given a “daily prep” assignment. These assignments lead you to meet key learning goals on your own and to be better prepared for upcoming material that we will study in our following meeting.

Each daily preparation assignment will involve some combination of the following activities: reading the text, completing a preview (or regular) activity, watching short YouTube videos, responding to short-answer questions about the reading/watching, and completing elementary homework exercises. In particular, your job is to do a sufficient combination of reading the text and watching videos to enable you to answer the questions posed in each assignment. Typically, the assignment will consist of several pages of reading, 2-3 short videos to watch, one or two preview activities, and a few additional questions to answer.

Each daily preparatory assignment will be graded on a scale of 5 points according to the following guidelines:

- 5: your responses are complete, mostly correct, and you have followed the expectation that you justify your reasoning in each question, using appropriate supporting symbolic work and at least one complete sentence.
- 4: your responses are complete, show some progress toward being correct, and you have followed the expectation that you explain your reasoning in each question, using appropriate supporting symbolic work and at least one complete sentence.
- 3: your responses are partially complete, but the work shows insufficient effort or fails to follow the expectation that you explain your reasoning in each question, using appropriate supporting symbolic work and at least one complete sentence.
- 0: the assignment was not submitted

The default grade on daily preparatory assignments is 5/5, and I will normally grade these during class by walking around the room and quickly reviewing your work.

The point of these assignments is several-fold: (a) to help you be well-prepared for class, (b) to help you identify essential material in the text as you read or watch videos, (c) to strengthen your ability to learn on your own, working ahead in the text and/or via video prior to class discussion, and (d) to check your understanding independently. Further, reading the text on a regular basis will develop good habits in your studies and help you build overall understanding.

Each daily preparatory assignment will be posted on Blackboard at least 48 hours in advance of being due.

Here are the specific details that you must adhere to for daily preparatory assignments:

1. Unless directed otherwise, prepare your answers handwritten or typeset on a fresh clean piece of paper.
2. It is not necessary to re-state the questions. Instead, simply enumerate your responses clearly.
3. Write your responses using proper notation and in complete sentences (where written support is requested or required, which it typically is). It is imperative that you always strive to use valid notation and correct mathematical language and syntax.

4. At the start of class each day, place your daily prep assignment on your desk in an obvious location so that I may review it during the class period. Normally, I will assign a grade during class; occasionally I will collect papers for a more extensive review. I will communicate with you directly regarding any grade that is not a 5/5 or 0/5.