

There's a lot to remember to do during the first week or so of class. Some of it happens every week, or even three times a week, while other things are one-time only, just to get us started. While the repetitive events will quickly become second nature to you, in the beginning it can all feel overwhelming. Hopefully this guide will help you get through the first week.

BEFORE THURSDAY 1/26
(Don't forget to come to lab, Thursday at 1pm, in Mars SC 1141)

1. If you're not registered, and if I say there's room,
 - get me to sign your grey card and turn it in to the registrar.
 - make sure I have have your name correctly spelled and your Wheaton ID number (that is, your "w" number). That way I can get you access to the OnCourse webpages for this course and also can set up a WeBWorK account for you. (Without turning in the grey card to the registrar, though, you still won't be registered.)
2. Go to the main (public) web page for the course at

`http://acunix.wheatonma.edu/jsklensk/Calc2_Spring12/calc2.html`

(You can also get to this page by going to the OnCourse page for this class, if you're registered, and choosing the top link.)

While at this site,

- Bookmark it
 - Read through the Course Policies
 - Look through the syllabus and enter all important dates in your calendar.
 - Read *suggestions for reading a math book*.
3. If you are registered for the course, go to the OnCourse page for the course and fill out the background questionnaire that's listed under *Course Basics*.
 4. If you have time, get started on the reading for Friday (see *Before Friday*).

Before Friday 1/27

1. If you're still not registered, have me sign your grey card, and give me the information I need to get you set up with OnCourse and WeBWorK accounts for this class, as above.
2. Go to the main (public) web page for the course, which you bookmarked before Thursday's class.

Notice: You can get to the reading assignments and main course page through OnCourse, or to OnCourse through my public webpages - whichever's easier for you.

Scroll down until you find, under the heading *Reading Assignments*, the link for *Due in January and February*. Remember, reading assignments are the assignments you submit on-line through OnCourse. Make note of the first one, due Friday 1/27 by 8:30 am. (I recommend against printing the entire month's worth of reading assignments, as I usually make adjustments if I over- or under-estimated how long topic will take to cover.)

3. Do the assigned reading from the textbook.
 - The first couple days, I include not only assignments from the text, but also the various course-related handouts and links, so the reading looks longer than it is – and *is* longer than usual, but much of it is review; skim it, and only really focus on what seems unfamiliar or difficult.
 - I will spend a little time on how to log into WeBWorK in lab on Thursday, so if you're starting this before that, you may want to wait to complete the WeBWorK portion of the reading until after lab.
4. Think about the reading questions, then click on *Submit answers through OnCourse*, log in, choose Calculus, scroll down to *Due Friday 1/27 at 8:30 am*, and click on that link. Click on the *Edit my submission button*, and write your answers to the reading questions in the textbox that will pop up. Then submit your answers.

If you are not yet officially registered for the course, you may send me the answers to the reading questions by e-mail.
5. (After Thursday's lab) get started on WeBWorK Orientation if you haven't used it before. (If you have used it before but not in a class with me, please send me an e-mail letting me know, and you won't have to do the Orientation.) You don't have to have it finished by Friday's class, but since you have two WeBWorK assignments (the orientation and one that covers the review we're doing in class) due Wednesday and a hand-written problem set due Thursday, it would be good to make it through the orientation now.
6. If you have time, get started on the written problems (Problem Set 1) due next Thursday.

Before Monday 1/30

1. Do the reading assignment due Monday at 8:30am, as described above. Plan on doing these before every MWF class. (Remember, I'm not assuming you understand the reading completely before coming to class, and I don't grade the reading assignments based on correctness [How often do you get graded on effort alone?!]. Learning Calculus often takes several exposures, so you read first, and we work on understanding it in class plus of course, reading technical material is of ever increasing importance in our increasingly technical world.)
2. Finish WeBWorK orientation.

3. Get started on WW 1 (these are intended to be practice problems to be worked on after every class, to help you solidify your understanding of what we talked about in class – we learn math by doing it, after all. Pay attention to notation – as you learned in the orientation, if your notation doesn't follow the order of operations, you won't have typed in what you meant to.)
4. Continue working on PS 1 (the handwritten problems). These are also intended to represent a week's worth of work, and should not be put off until Tuesday or Wednesday.
5. If you are getting stuck on either assignment, plan on coming to either my office hours or (if they are open yet) the tutors in the Kollett Center: for questions that you think require just a few minutes each to answer, either my office hours or the tutoring center will work for you. However, if you feel that you are getting stuck on substantive mathematics and will need more than just a few minutes of help at a time, please plan on coming to my office hours.

Before Wednesday 2/1

1. Do the reading assignment due Monday at 8:30am. Hopefully by now you're starting to build the habit of doing them before every non-lab class.
2. Finish WeBWorK orientation, if you didn't over the week-end – it is due on Wednesday at 7pm. (Remember, I do not accept late WeBWorK.)
3. Do as much as you can on WW 1 and on PS 1. WW 1 is also due Wednesday at 7pm, and PS 1 needs to be finished *and* recopied by Thursday at 1pm.
4. As I urged above, if you are getting stuck on either assignment, plan on coming to either my office hours or (if they are open yet) the tutors in the Kollett Center: for questions that you think require just a few minutes each to answer, either my office hours or the tutoring center will work for you. However, if you feel that you are getting stuck on substantive mathematics and will need more than just a few minutes of help at a time, please plan on coming to my office hours.
5. If after coming to office hours and/or going to Kollett (if it's open yet) you still have questions, bring them to class on Wednesday – I will give quick hints on as many questions that students have as I can get to in 10-15 minutes at the beginning of class.

Before Thursday 2/2

1. Finish and recopy PS 1. Pay attention to the guidelines for submitting written homework – I *do* have the homework grader take points off for messiness, unstapled homework, a missing Honor Code Pledge, etc.
2. Once again, if you have questions on the problem set, go to my office hours for minor *or substantive* questions; the Kollett Center (if it's open) for quick questions.
3. Bring PS 1 to class – it is due at the beginning of lab.