

## EDGE Student Introduction

Welcome to AMATH 502. I am looking forward to this quarter. There are some issues that are of specific importance to you, the online students. I plan to address these issues in this document. If there is anything that is unclear or topics that I omitted, feel free to post questions on the discussion board or send me an email (cgin@uw.edu).

1. One of the drawbacks of being an online student is that you have more limited opportunities to interact with the instructor and your fellow classmates. It is easy to be isolated and that has a negative impact on your learning and the overall course experience. One way to combat that is to have an active class discussion board with many student-student and student-instructor interactions. We will be using Piazza for the class discussion board. You should have received an email to sign up for the class Piazza page. If you did not receive the email, here is a signup link:

<https://piazza.com/washington/winter2019/amath502>

The link to the class Piazza page can be found in Canvas, but it is also here:

<https://piazza.com/washington/winter2019/amath502/home>

I would highly encourage you to be active on the course discussion board. I would also encourage you to use the discussion board to form study groups with your fellow classmates.

2. Homework will be assigned and submitted through Canvas. The assignments will be posted as pdf files that you can view on Canvas or download to your computer. You will not be able to complete the homework within Canvas. You will need to submit it by uploading a file. You can either type the assignment or write it and scan it. The assignment must be submitted as a single pdf file unless otherwise indicated. If you are not sure how to convert your file to a pdf, please feel free to ask. You MUST submit assignments by the due date/time. Assignments will typically be due at 11:59 pm on Fridays. They will be posted one week before they are due. I recommend uploading with plenty of time before the deadline to account for any technical difficulties. Assignments will not be accepted after the due time.
3. Online office hours will be held via GoToMeeting. The office hours listed on the syllabus are for both online and on-campus students. Since I have two sections of on-campus students and one section of online students, priority will be given to on-campus students on Tuesday and Thursday and it will be given to online students on Wednesday. However, you are free to join the meeting during any of the office hours. The easiest way to join the meeting is to log in to Canvas and click on "Pages" on the toolbar. Then click the page "Office Hours." There is a link you can click to join.

If you experience any trouble logging in to GoToMeeting, you can send me an email or call my office phone (206-221-9127).

4. There will be two exams in this course. The midterm will be on Wednesday, Feb. 13, and the final exam is on Monday, March 18. If you are a local online student, there may be an opportunity to take the exam in class. Unfortunately, there are currently no rooms available that have enough seats for both the on-campus and online students, but I am looking into alternatives. I will have more information on that soon. For students who cannot take the exam in class, you must take a proctored exam. It is your responsibility to find a proctor and get them approved! Information on exam proctors can be found here:

<https://www.engr.washington.edu/pce/exams>

Included on the linked webpage is the Proctor Verification Form. Please note that you must submit the form no later than 5 business days before your first exam. When you schedule the exams with your proctor, you must begin the exam at the same time or after the in-class course. You may NOT begin before. If possible, you should take the exam on the same day. If you are in a time zone for which it is not possible to take the exam on the same day (and start after the class), you may take the exam the next morning. Please let me know if you have questions about when the exam may be taken.

I plan to send out another email about exams when we get closer to the midterm. It will include instructions about what you can bring to the exam.

5. Finally, I want to mention that I want this course to be a positive experience for you. Please feel free to contact me if you have any comments or suggestions on how I can improve things.