

Daily Discussion Checklist

Before Class - Preview the Exercises

- ☐ write each exercise down in your notebook, using a new page for each exercise
- ☐ look up the definition of any word or phrase with which you are unfamiliar and write the definition under the exercise
- ☐ write down the topic covered by the exercise
 - ☐ for example, “perform partial fraction decomposition” or “analyze the function”
- ☐ write down any initial ideas you have about how to solve the exercise
- ☐ if you are completely unsure as to where to start, write down what it is about the exercise that is confusing you
- ☐ phrase these as questions that you will ask the next day during the discussion
- ☐ leave enough space so that you can take detailed notes on exercise during the in-class discussion the next day

In Class - Discussion Exercises

- ☐ actively participate in the discussion
- ☐ present your ideas for the solution and/or ask the questions you have about the exercise
- ☐ if you have a solution, engage in an effective dialog by trying to convince your classmates that your answer is correct
- ☐ if you do not have a solution, engage in an effective dialog by critiquing any solution discussed by your group, making sure you completely understand not just the “how” but the “why” of the solution
- ☐ take a complete set of notes on the solution
- ☐ you should be able to refer to your own notes as you check your work on similar exercises in the future
- ☐ be listening for anything Mr. Smith says to your group or writes down on your board; these should be copied in your notes, even if you answer a problem correctly
- ☐ on a separate sheet of paper, keep a detailed record of which skills were covered by the exercises you were able to successfully complete and those with which you struggled

After Class

- ☐ without referring to your notes, write down two lists: one of the skills that were covered by the exercises you were able to successfully complete and one of the skills covered by the exercises with which you struggled
- ☐ check your lists against what you wrote in the “detailed record” during the in-class discussion
- ☐ unless it is explicitly mentioned in the new exercise, do not use your notes as you do the exercises in preparation for the in-class discussion the next day; instead, use your notes after you have completed the exercise to check your method of solution