You have probably heard the old cliché "learn from your mistakes". The reason most people have heard this is because it says a lot ... we do something and then look at what happens. If the outcome is good, we try to reproduce it. If the outcome is bad, we try to figure out what went wrong and avoid it in the future. That is, we do it better next time.

In this course, I will evaluate your performance on exams ... this is called "grading" (teachers often complain about having to do this). If you make a mistake on an exam problem I will probably take off some points from the value of the problem (students often complain about teachers doing this). If this happens to you, you will need to figure out what you did wrong and avoid the same error in the future. In my (extensive) experience with studying mathematics, I have found that the best way to do this is to rework the problem correctly ... but that's "extra" work.

To entice you into to doing this (extremely beneficial) "extra" work, I have this "Rework Policy" that allows you to rework problems and get points back. If you rework the problem(s) according to this policy, I will return half of the points that were initially subtracted. Since this creates "extra" work for me, I have written the following guidelines that must be followed for any points to be returned. Since you have one chance to get points back, I encourage you to read these guidelines very carefully and ask me if you are unsure about any requirements...

- Any problem(s) may be reworked regardless of how many points were initially subtracted. To get points back, you must convince me that you know how to do the problem correctly.

- The original problem (including instructions) must be copied to a clean sheet of paper. The entire problem (all connected parts) must be reworked regardless of where the error occurred. Do not write on both sides of the paper ... if you need more space, use another sheet of paper. Any additional pages must be the same physical size as the original paper and must be free of "spiro-bits" (these are the frilly things left over when you tear a page from a spiral notebook).

- If you are making corrections to more than one problem, it must be clear where the work for a problem begins and where it ends ... skip at least two lines between problems. Do not cram all your work on one sheet of paper. If each problem only requires a small amount of space, two or three problems may be included on one page. If you are making corrections to a major problem, start the work on a new sheet of paper. The work you present must not contain any scratch-outs, errors, or blobby inkages. The bottom line: presentation is critical.

- You will have one chance to get points back. Therefore, it is important that your corrected work is correct! I encourage you to consult with classmates. If a reworked problem contains any errors, or the presentation is unacceptable, no points will be returned.

- Your original exam must be stapled to the top of the pages containing your corrections and the original work on the exam should remain unaltered.

- Corrections must be turned in within one week of the exam being returned to the class ... after this time, the offer expires.

- This process is optional ... if you are satisfied with your performance on an exam, you do not have to make corrections. If you choose to submit corrections, these guidelines must be strictly followed.

**Caution:** The final exam will not be open for corrections ... the final exam is your opportunity to show me that you have working knowledge of the material covered in this course.