Written Homework Rules and Guidelines

- **Late homework will not be accepted.** Homework is considered late if not turned in before or at the time of the exam for the corresponding chapters.

- Loose-leaf paper is recommended. No notebooks will be accepted.

- Homework is to be **neat and organized** – your writing is to be readable, problems should be numbered and worked in order, and your answers boxed, circled, or somehow set apart from the problem. Realize that I grade lots of homework, and I do not have the time to search for problems or answers. It will benefit both of us if you make it easy for me to find and read your problems.

- Problems are to be separated by at least one line width.

- The top right of each page should clearly display the text section number as well as your full name. (Again, I grade lots of homework for my classes, so I need the homework packages to be somewhat uniform to make it easier for me. I also want to make sure I know who a specific page belongs to in case it falls out of its package, which happens regularly).

- **NO WORK ... NO POINTS!** It’s that simple! The process is much more important than the answers in this class. Also, learning how to properly communicate mathematics is an important part of this course.
  - First write down the original problem (for wordy application problems you only have to write down the key pieces of information).
  - Then show your work, step by step, in a logical manner. Assume the homework reader doesn’t have access to the original problem, and you have to guide this person through your thinking process that will eventually lead to the correct answer. Homework with only answers will receive zero points.

- When solving application problems, any variable(s) need to be clearly defined (using words such as “let x = the cost of one pair of shoes” or pictures where the variable is part of the labeling), an equation or system of equations has to be set up, show all work for how to solve it, and the final solution is to be written as a complete sentence with correct units.

- Graphing problems need to be done on a neatly drawn grid, with evenly spaced axis scales on graphing paper.

- I assign mainly odd problems, with the intent of you to **correct your own answers** with the Answers to Selected Exercises or Student Solutions Manual, both of which can be found on the course website. If you can’t figure out a problem, please ask a tutor or post your question on the Discussion Board – you earn participation points for doing so and others can earn points by answering your question. Do not just copy work and answers from the Student Solutions Manual.

- **Staple** your pages together, in correct order, in the top left corner. Since the homework stack tends to get pretty thick, you might have to separate the homework into several stapled stacks; they should still be handed to me in order. (Please do NOT use paperclips or fold the corners.)

**Grading:** There will be 4 written homework assignments, each worth a total of 15 pts. The grade is based on completeness and accuracy. That is, I will count how many problems you attempted, but I will also grade some predetermined problems for accuracy. In order to receive full credit, you have to make sure you follow the above guidelines.

**The best thing that you can do to succeed in this class is to complete ALL of the homework!**