

Homework Procedures

Please adhere to these guidelines when preparing your homework for class. Up to **five points** may be deducted from your score if the following procedures are not followed.

1. Include on your homework paper, preferably in the upper, right hand corner of the top page:

Your Name, Class, Chapter/Section Number

2. Turn in the **all** assigned problems and please ask about any problem for which you have questions.

3. Include the solutions to the problems **in the order that they occur in the text** and use one column only per page.

4. Please **show your work**. For most problems, answers alone are not sufficient for full credit. Show enough work to convince me you know the proper procedures for solving the problem correctly.

5. Please **draw a box** around your final answer(s) (where appropriate).

6. Please **write only on one side of each sheet of paper** which you turn in and staple all sheets together.

7. Please **do not use paper which has been torn out of a spiral bound notebook**; it is very messy and hard to keep well-organized.

8. In general, **please try to be as neat as possible**, write as legibly as you are able, and do the best you can to keep your writing concise and grammatically correct. The work you turn in should **not** be your first draft, but a carefully rewritten solution set.

9. All assignments are due **at the beginning of class** on the day they are due. Homework assignments slid under my office door during the class period will not be accepted.

GRADING: For each section of homework, attempting/completing all assigned problems will be worth 5 points and correct solutions to a few problems selected from those not marked [BB] will be worth 15 points. Your lowest homework score will be dropped.

PLEASE NOTE: I will not accept late homework, *regardless of the reason it is late.*