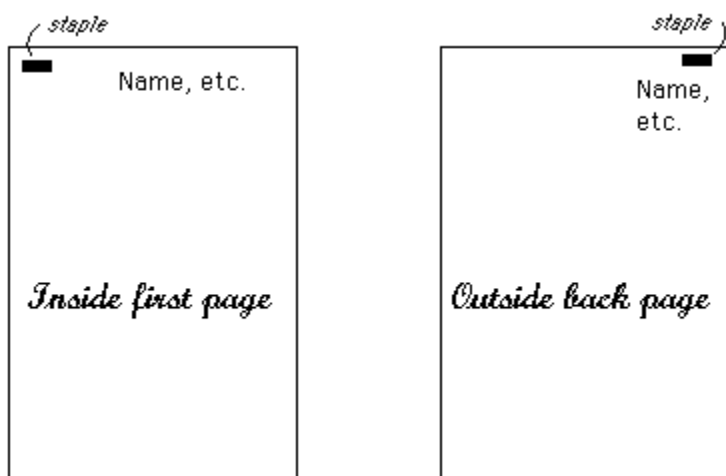


## Homework Format

This should be read in conjunction with other course policy statements.

- Homework of more than one page should be **stapled**. Unstapled homework may or may not be accepted for grading; if accepted, it is likely that only the first page will be graded, and it is possible that the remaining pages will be lost. The staple should be affixed in the upper left corner of your paper, as indicated in the diagram below, and it should be far enough from the corner of the paper (maximum distance from the corner should be at least 1 cm) that the staple holds while the papers are being graded.
- Homework should be done on standard size paper, 8 to 8.5 inches wide and 10 to 11 inches high.
- In the upper RIGHT corner of the first page of each assignment, and **in the upper RIGHT corner of the outside back page**, you should give **your name** (*at least* your last name) and the course and section number (the latter is especially important when I am teaching two sections of the same course). In addition, with your name in the upper right corner of the first page, include the **due date** and the **Lesson number**. The same applies to **quizzes**. (Click on picture to enlarge.)



- If the homework is late (see Homework Policy for your course), include both the date due and the date turned in.
- Homework should be done neatly and legibly; handwriting should be large enough and dark enough so that it can easily be read. There should be room enough for the instructor to make comments on your paper; the less room there is, the fewer comments will be made, and the less useful your homework will be to you. In particular, if you use paper that does not have “built-in” margins on the left and on the top, write as if there WERE “built-in” margins.
- **A problem with an answer alone, with no explanation, will usually receive little or no credit.** Exceptions do arise when the answer is truly “obvious”. But see the next point.
- **Include enough information so that the reader (in particular, you and I) can see what the problem is about without referring to the textbook, Workbook, handout, or whatever the source of the problem is. (This policy is relaxed, of course, if a copy of the original problem is attached to the homework turned in.)**
- Homework should be done one problem below the previous one, not in two or more columns.
- If you use a pen that bleeds through the paper, then don't do work on both sides of the paper.
- If the paper is torn from a spiral binder all fringes must be removed.
- Unless otherwise indicated, assigned homework is due **at the beginning of class** on the date it is due.