

HOMWORK GUIDELINES

To receive credit for homework assignments, please follow these guidelines:

1. Write **your name, class number and meeting time** clearly at the top of the first page. Clearly indicate the section number(s) and problem numbers at the top of the assignment.
2. Use standard-sized paper (8.5" × 11") **without fringe** hanging from one side of the paper.
3. Attach all pages of the assignment with a **paper clip or a staple**. DO NOT "DOG-EAR" THE PAGES TOGETHER.
4. Clearly indicate the number of the problem you are doing. Except in the case of word problems, **write out the problem that you are working on**. Leave space between separate problems.
5. **SHOW YOUR WORK.** Justify your answer by showing all steps between the question and the answer.
6. Do not use the "equals" sign "=" **except** to indicate two quantities are equal within an equation.
7. For graphs and tables, **use a ruler** to draw the straight lines. Label the axes, the scale and any points of interest.
8. *Keep in mind that homework problems are practice for quiz and exam problems!* Write your solutions carefully and neatly, as though you are taking an exam. Use homework problems to practice effectively communicating your mathematical ideas.