

Instructions to prepare your homework

Please be aware that in order to receive full credit for your homework you must follow these instructions

Each homework is worth 4 points to be assigned as follows:

1. Presentation and formulas: Use standard sized blank, ruled, or graph paper. I recommend that you use a loose leaf notebook so that you can insert new pages and replace old pages with corrected ones. Also, I suggest that you put only a few problems on each page.

Each problem should be clearly and uniquely identified in the format $c.s \#n$, where “c” is the chapter, “s” is the section, and “n” is the problem number. For example, problem 29 in section 15.7 should be labeled as 15.7 #29. The problems should be *in the order* in which they appear in the book.

The problem itself should be written out, in abbreviated form if appropriate, followed by your solution.

There will be two presentation points assigned according to the following criteria:

- For each problem the formulas used must be included and boxed. If the same formula is to be used in several problems it can be written at the beginning with a note saying “this formula will be used in problems such and such”. The boxed formulas are worth **.75 pt**.
- The final answers must be boxed. Boxing the final answers is worth **.75 pt**.
- The homework must be stapled with a cover sheet in front. Not doing so will make you lose **.25 pt**.
- Your homework solutions need not be polished masterpieces of mathematical exposition, but should be legible, and the solutions *should clearly indicate the steps used to arrive at the solution*. If you can write a clear explanation of what you are doing, you will understand it. If you understand it, you will retain it.

Solutions must be written in a clean and understandable form.

Not doing so will make you lose **.25 pt**.

2. Completeness: Homework will be graded for completeness. The 2 completeness points are assigned according to the following schedule:

At least 90% of the assignment:	2 pts
At least 80% but less than 90%:	$1\frac{3}{4}$
At least 70% but less than 80%:	$1\frac{1}{2}$
At least 60% but less than 70%:	$1\frac{1}{4}$
At least 50% but less than 60%:	1
At least 40% but less than 50%:	$\frac{3}{4}$
At least 30% but less than 40%:	$\frac{1}{2}$
At least 20% but less than 30%:	$\frac{1}{4}$
Less than 20%	: 0

For example, if the assignment has 12 problems and someone has only worked 9 problems that would be less than 80% but more than 70%, so he/she would get $1\frac{1}{2}$ completeness points.

- Homework must be turned in when due. Late homework will not be accepted under any excuse. The lowest homework grade will be dropped.