

# Homework Guidelines

1. Write your name, Math 2250-4, and the due date of the homework assignment in the top right corner of the first page.
2. Write on standard-sized paper (8.5" x 11") and standard-weight paper (not abnormally thick or thin paper). Binder paper, notepad paper, graph paper, or printer paper are all suitable. Your choice in color for the paper and ink should contrast well and be easy to read. I would recommend writing on white paper either in pencil or in blue or black ink.
3. Clearly indicate the number and text section (if relevant) for each problem. If the problems are out of order please indicate this somehow to the grader.
4. Your work should be in pencil, pen, or typed and it should be neat. Make sure mistakes are cleanly erased and not simply crossed out. Mistakes in pen should be corrected with white-out. It is recommended that you work out the problems on a separate sheet of paper before writing up the solutions that you intend to turn in.
5. Write legibly!! If the grader cannot read your work for a particular problem, you will not receive any credit for it. Also, your work should be organized on the page in a way that is easy for the grader to follow.
6. While you do not need to include every single algebraic step that was necessary to solve the problem, you do need to present enough work to convince the grader that you understood how to solve the problem correctly. A correct final answer without any work supporting it will receive very little credit.
7. Use a straight edge when it is necessary to draw straight lines in a diagram. If you include graphs or other illustrations on a separate sheet of paper be sure to clearly indicate which illustrations correspond to which problems.
8. Do not invent your own shorthand notation and expect the grader to know what you mean. Write out your reasoning in plain English and, when necessary, use formal mathematical notation.
9. Clearly indicate the last step in your reasoning (i.e. your final answer to the problem) by underlining it or drawing a box or circle around it. For problems where your answers are given entirely in plain English, make sure to underline the key words or phrases that summarize the solution to the particular question(s) being asked.

Note: Your solutions to the homework problems as well as your lecture notes will help you study for the quizzes, midterms and the final exam. Therefore, it is in your best interest to make sure your homework is neat, clear, and complete