

**Homework Requirements for Math 1220:
Salt Lake CC
FALL 2016**

- These requirements are to be followed on all written homework assignments. They are meant to “guide” you so that your assignments end up as a “polished” piece of work.
- These requirements are analogous to those you would have in other classes (e.g. consider writing a paper for an English class).
- You grade yourself (see “Coversheet”) on how well you followed these requirements. The instructor will verify that you have awarded yourself an “appropriate” score.

Requirements:

1. Homework is to be done on 8.5x11 paper, either lined loose leaf or plain white, not torn from a spiral notebook. It is preferable, though not required, to only write on one side of a page.
2. All homework you turn in at one time needs be stapled together with a coversheet. No folders or binders please.
3. Your coversheet (to be provided) needs be filled out completely by you.
4. You need to label each section (use the upper right hand corner so that it doesn't get hidden by the staple) and each problem. Each new section should start on a new page.
5. There should be an “appropriate” number of problems on any one page. Any two problems should be separated by some space (e.g. two blank lines if using lined paper). This makes it easier for a person to read your work, and provides space for instructor comments and feedback. Do not try to “cram” as many problems as possible on one page.
6. If it is “reasonable”, rewrite the original questions and instructions (if there are multiple problems with the same instructions, you only need to write it once). You may abbreviate and edit lengthy instructions or word problems, however, it should be clear to **any** reader what the problem and the instructions are. Please do not spend more time on this step than is necessary and reasonable!
7. Your solutions need to be written neatly and legibly. If your handwriting is unreadable (by the instructor) you may be required to rewrite the assignment or, in extreme cases, type the assignment and may receive a late homework deduction. Use a pencil or normal pen (blue or black only, no felt tips). Use complete sentences with correct grammar, spelling, and punctuation when writing.
8. Many math problems may require multiple efforts to solve. Work on scratch paper (or a whiteboard) until you are satisfied with your solution and then write up the version to be handed in. Raid a paper recycling bin for unlimited scratch paper.

9. Math problems should be presented in a vertical format (only one problem per horizontal line; graphs and sub-steps may be displayed to the right of the main content of the problem; see provided example). All mathematical steps must be connected with appropriate relational symbols (" $=$ " means "equals"; " \Rightarrow " means "implies"; " \rightarrow " means "tends to", etc.). Show all of your steps to the point that **any** reader would be able to follow your solution.
10. All graphs are required to have labeled axes and captions.
11. Unless otherwise specified by the instructor, homework will be due at the beginning of class the day of each exam. The instructor reserves the right to change any due dates.
12. A late assignment will be deducted 10% per day it is late. All deducted points for late homework can be earned back by scoring 87% or higher on that exam.
13. **Do not just copy from the solutions manual.** This can be a very difficult temptation to resist, especially for students that procrastinate and need to finish a lot of homework in a little time. Copying from the solutions manual (or from another student) defeats the purpose of doing the homework. In the long run, you will be better off turning in late homework that you actually did yourself.
14. Failure to follow these guidelines may result in a deduction of points or a complete rejection of the assignment.