

## Homework Guidelines

Mathematics is a language, and as such has standards of writing which should be observed. For instance, in a writing class, one must respect the rules of grammar and punctuation, one must write in organized paragraphs built with complete sentences, and the final draft must be a neat paper with a title. Similarly, there are certain standards for mathematics assignments.

1. Print a **cover sheet** from my web page ([www.angelo.edu/faculty/pkoca](http://www.angelo.edu/faculty/pkoca)). This will be stapled to the front of your homework assignment. Make sure the cover page is completely filled out. Homework assignments without a cover sheet will receive a grade of zero.
2. Work each problem on standard-sized paper ONLY.
3. Write legibly; if the grader can't read your answer, it's **WRONG**. **Your homework assignment should not look like scratch paper.**
4. **Write out the problem (except for word problems).**
5. **STAPLE** your work behind the cover sheet. Papers that are not stapled will receive a grade of zero.
6. Clearly indicate the number of the exercise you are doing. If you accidentally do a problem out of order, then include a note for the grader.
7. If you run out of room at the end of a problem, continue onto the next page; do not try to squeeze lines together at the bottom of the sheet. You **CAN** use both sides of a sheet of paper.
8. Use sufficient paper for each problem, with **at least one blank line** between different problems.
9. **Show your work.** This means showing your steps, not just writing the problem and the answer. Show every step between the problem and the answer or else it will be **WRONG**.
10. **Do not do magic.** Plus signs, minus signs, " $=0$ ", radicals, and denominators should not disappear in the middle of your work, only to mysteriously reappear at the end. **Each step should be complete.** Use mathematical notation correctly.

In general, write your homework as though you're trying to convince someone that you know what you're talking about. Completely worked and corrected homework exercises make excellent study guides. If students develop good habits while working on the homework, they generally perform better on the exams.

**WARNING: POINTS MAY BE DEDUCTED IF THESE STANDARDS ARE NOT FOLLOWED!!**