

# HOMWORK GUIDELINES

The following are the expectations to be completed on ALL homework assignments.

Write your **name and class, as well as block**, clearly at the top of at least the first page, along with the assignment number, the section number(s), or the page number(s). If you are not stapling or paper-clipping the pages together, then put your name or initials on all the pages.

Use **standard-sized paper** (8.5" x 11"), with no "fringe" running down the side as a result of the paper's having been torn out of a spiral notebook, and do not use sticky-notes, scented stationery, or other nonstandard types of paper.

Attach your pages with a paper clip or staple. **Do not fold, tear, spit on, or otherwise "dog-ear" the pages.** It is better that the pages be handed in loose (with your name on each sheet) than that the corners be folded or shredded.

Clearly indicate **the number of the exercise** you are doing. If you accidentally do a problem out of order, or separate part of the problem from the rest, then include a note to the Mr. V., referring Mr. V. to the missed problem or work.

**Write out the problem** (except in the case of word problems, which are too long).

Do your work in pencil, with mistakes cleanly erased, not crossed or scratched out. If you work in ink, use "white-out" to correct mistakes. **Write legibly (suitably large and suitably dark)**; if Mr. V. can't read your answer, it's wrong.

**Write neatly across the page**, with each succeeding problem **below** the preceding one, not off to the right. Please do not work in multiple columns down the page (like a newspaper); your page should contain only one column.

**Keep work within the margins.** If you run out of room at the end of a problem, please continue onto the next page; do not try to squeeze lines together at the bottom of the sheet. Do not lap over the margins on the left or right; do not wrap writing around the notebook holes.

Do not squeeze the problems together, with one problem running into the next. Use sufficient space for each problem, with at least one blank line between one problem and the next.

**Do "scratch work," but do it on scratch paper;** hand in only the "final draft." Show your steps, but any work that is scribbled in the margins belongs on scratch paper, not on your homework.

**Show your work.** This means showing your steps, not just copying the question from the book, and then the answer from the back. Show everything in between the question and the answer. Use complete English sentences if the meaning of the mathematical sentences is not otherwise clear.

For tables and graphs, **use a ruler to draw the straight lines**, and clearly label the axes, the scale, and the points of interest. **Use a consistent scale** on the axes, and do a T-chart, unless instructed otherwise. Also, make your table or graph large enough to be clear.

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For your work to be complete, you need to **explain your reasoning** and make your computations clear. That means using English sentences if the mathematical sentences are not otherwise clear.

Use standard notation and language. Do not invent your own notation and abbreviations, and then expect Mr. V. to figure out what you meant.

**Do not do magic.** Plus/minus signs, " $= 0$ ", radicals, and denominators should not disappear in the middle of your calculations, only to mysteriously reappear at the end. Each step should be complete.

If the problem is of the "Explain" or "Write in your own words" type, then copying the answer from the back of the book, or the definition from the chapter, is unacceptable. Write the answer in **your** words, not the text's.

Remember to **put your final answer at the end** of your work, and mark it clearly by, for example, underlining it. Label your answer appropriately. **If the answer is a part of a word problem, make sure to put appropriate units on the answer.** For instance, if the problem involves money, then the answer should involve dollars or cents. For multiple choice problems or matching, include the letter answer AS WELL AS the word or value that represents the answer.

**In general, write your homework as though you're trying to convince someone that you know what you're talking about.**