Assignment Guidelines

The following standards apply to all class work and other turned-in assignments. The instructor reserves the right to not accept or deduct points from assignments that do not follow these guidelines.

✓ Write in pencil on all assignments.

✓ Assignments without student’s first and last name, course number, section number, and assignment title will not be graded.

✓ Problems should be worked down (not across) the page in the order they were assigned. (ONE column per page)

✓ Multiple pages should be stapled.

✓ Illegible and/or incomprehensible work (as determined by the instructor) will not be graded.

✓ Assignments with frayed “spiral” edges will not be accepted.

✓ Label the assignment or classwork problems/sections.

✓ Always give exact answers unless asked for approximations. (i.e. fractions are preferred over rounded-off decimals)

✓ If there is absolutely no work for the problem, copy the problem and state the solution(s).

✓ If the problem asks to graph, please show graph.

✓ Simplify your answers.

✓ Answers should be boxed or circled for clarity.

✓ Show ALL your work and that work must support the answer.

✓ Assignments are due when called for; late work will NOT be accepted!!!