**Written Homework Procedures**

Written graded work is due at the beginning of class. It will be accepted late only for an excused absence. For prearranged, excused absences, the assignments should be handed in early, unless I specifically give you permission to hand it in late.

I expect you to do your own work on all assignments. When you need help on a particular problem it is okay to seek assistance, but I should not get papers handed in that are essentially identical.

**Assignments will be graded on accuracy, neatness, completeness, and the ability to use proper mathematical notation.**

**Specific requirements**

On the top right-hand corner, please write only the following:

- First and last names
- Math 175 – xx (section #)
- Date

Use 8.5" x 11" paper without "fringe" and write in pencil, using an eraser when needed.

Write the section number before each new section and write the problem # before each problem.

Except for word problems or given graphs, copy the problem as your first step. When organizing your steps, work down, not across. **Use the examples that are done in class as your models.** You must provide work/explanation for each answer.

If you have room, you may put two problems (no more than two) next to each other horizontally.

Leave at least one blank line between each problem.

Staple your pages before you hand them in.
There are staplers in the library, but I suggest you buy a small stapler to keep in your pack.