

# 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!!!