Homework guidelines
Math 90CM

In addition to your Hawkes certifications, the assigned homework is selected to help you learn the necessary material for this class and to have the opportunity practice problems like you will see on exams. If you need additional practice, you may choose to do additional problems. Please be aware that I will not struggle to read your work. I must be able to easily read and understand your homework, or you will receive a zero (0) for that assignment.

Here are the things I expect to see on a good homework paper:

1. **Heading.** On the upper right side of your homework, include your name, the course number, and section number of the assignment, and the date. Example:
   
   Jane Doe  
   Math 90CMA  
   Homework #1  
   9/30/08

2. All homework must be done in **pencil** and I want to see all your work. Answers are good, but it is the process you used to get the answer that tells me whether or not you understand. First write the *directions* for the upcoming set of problems. Write down the entire problem (except in the case of a story problem*) and then show all your work in solving the problem. An answer **must have supporting work** to be acceptable. If there is no “work” to be done, **at a minimum be sure to write the original problem and then your solution.** It may be necessary to write a sentence to two explaining your process in coming to your solution…it is to your advantage to use words on your math homework!

3. **Leave space** between problems. I need room to make comments and it is also much easier to read a paper that is pleasing to the eye. Work problems VERTICALLY down the left-hand side of the page. If there is room on the same page, continue working vertically down on the right side, so your work appears in two columns.

4. *For story problems*, you do not need to copy down the entire problem, but do show all the steps you follow to find a solution. **Write your results in a complete sentence with the correct units** (i.e., miles, feet, kilometers).

5. **GRAPHS MUST** follow the Math Department Student Graphing Guidelines on the back of this page. Always use graph paper. Please show all work on the graph paper next to the graph.
Students in all math classes are expected to follow the graphing guidelines below on homework and test questions requiring an accurate sketch.

**AXES:**
- Axes and any straight lines are drawn in with a straight edge.
- If the scale is anything other than one square = one unit, it must be clearly indicated on each axis.
- For word problems, each axis is labeled with an appropriate letter and with the meaning and units of the axis. (See Graph B.)

**ACCURATE:**
- Graph paper is used.
- Instructors will set a clear convention for distinguishing a graph that terminates from one that extends infinitely. Students will adhere to the convention set by their instructor.
- The vertex of a parabola is rounded, not pointed. (See Graph C).
- Asymptotes are drawn with a dashed line. Graphs approaching asymptotes appear to get closer and closer, not touching the asymptote and not pulling away from the asymptote. (See Graph D.)

**CLEAR:**
- The coordinates of important points: intercepts, maximum or minimum points, vertices, and points of intersection, are clearly labeled on the axes or the point itself is labeled with an ordered pair.
- If multiple equations are graphed on a single set of axes, each graph should be labeled with its equation.
- Separate problems should be graphed on separate axes.
- The size of the graph is helpful: it is neat, big, and dark enough to be easily read and understood.