

## Guidelines for Submitting Homework Assignments

The homework assignments in this course are aimed to reinforce your understanding and to foster good habits in your presentation. Your work is judged on two criteria: *correctness* and *presentation*, much the same way as a figure skating performance is judged. You should follow the procedures stated below strictly. Any violation will result in deduction.

Most of the time each problem is worth 5 points. Some problems may have multiple parts and are worth more points.

- *This rule does not apply if you submit your HW using LaTeX.* Use one sheet of paper (about letter size) for each problem. Use both sides if you have to. There will not be a single problem in this course that requires more than one sheet. (−1 point for each violation.)
- For each problem, you must state the problem in its entirety at the beginning. Just writing down something like “Problem 15, §2.4” is not acceptable. (−1 point.)
- Your papers must be stapled. (−1 point.)
- *This rule does not apply if you submit your HW using LaTeX.* Your papers should be neat. If you use sheets from a wired notebook, you should tear off the torn part along the perforation. (−1 point.)
- *This rule does not apply if you submit your HW using LaTeX.* Your handwriting should be legible. Assignments with illegible handwriting will not be graded. If you have this problem, take extra time to make it more readable, or type your paper.
- *This rule does not apply if you submit your HW using LaTeX.* The paper should not have too many cross-outs, or darkened by too many erasures. Start a new sheet if this is the case. (from −1 to no grading.)
- If you have a continuation of an equation, make sure you write down the equality or other appropriate sign. (−1 for each omission, up to −5.)
- Explain your steps, either use well known conventions like  $\therefore$ ,  $\therefore$ ,  $\Rightarrow$ , etc., or use plain and concise English such as “because so and so, we must have so and so.”
- Writing down more than necessary will result in deduction. Sometimes you may increase your score by writing down less.
- Ultimately, your work will be judged on its correctness. There will not be partial credit just because the work shows that you are on the right track or you know a formula. You can only get partial credit if you make substantial progress on a problem.