

## Math 300 Homework Format and Policies

A major goal of this course is to teach you to write clearly and concisely about mathematics. Feedback about your written work is an important ingredient in your learning. Evaluating student's work is made more difficult (or impossible) when it is sloppily written, when there are loose pages, when there are many words crossed out, etc. So you have to do your part to help me evaluate your work efficiently. Your homework must conform to the following rules:

- Use  $8 \times 11$  paper without ragged edges. If you tear pages out of a spiral notebook, cut off the ragged edges with a scissors.
- Your name appears at the top of each page. Pages are individually numbered and stapled together.
- Include a cover page with:

- Your name.
- A table of contents with three columns as follows:

**Column 1** A list of all problems (not just the ones you did *in the order in which they appear on the assignment*, not in the order in which they appear in your work.

**Column 2** The page number(s) of your work on which the solution appears. If the problem was not done write "Not Done".

**Column 3** A blank column for the grader to record scores

- A list of any acknowledgements of help you received on the assignment. The format should be:

Acknowledgements:

Problem 3: Jack Smith explained the statement of this problem to me.

Problem 4: Professor Saks gave me a hint in office hours.

Problem 6: The background material in Chapter 8 of the book 'Isn't Math Wonderful' by A. Bacus" was helpful.

If you worked entirely on your own, write "Acknowledgements: none".

See the discussion of "Collaboration on homework" below.

- Work should be presented neatly and legibly. After writing out your homework, check it for readability, and, if necessary, rewrite it. You are encouraged, but not required, to use a word processor because it allows you to revise your work more easily.
- In the case of problems with a short answer, it is *not enough* to give the answer. Include enough additional information (examples, explanations, diagrams, etc.) to justify your answer.
- Writing should conform to the normal rules of English grammar (including spelling and punctuation).

*Written work that deviates significantly from these requirements may be rejected as “unacceptable”.*

**Policy on collaboration in homework.**

*Obtaining written work pertaining to a homework problem from another person is cheating.* Getting solutions to problems off the internet or from other course books is also cheating.

On the other hand, discussing classwork with others and reading about the course material from other sources, are valuable and legitimate ways to learn. To keep this distinction clear, students must follow the following guidelines:

1. *Absolutely no written work* pertaining to an assignment is to be given to or obtained from others.
2. You may discuss problems with others, but the final write-up of your solutions should be done *completely independently*.
3. If you refer to outside written material (books or internet) you should avoid reading solutions to specific assigned problems.
4. Discussions about a problem, hints received, etc. (including office hour hints), reference to written are to be acknowledged on your paper as described in the “Proper Homework Format” list above. *Failure to properly acknowledge help received on homework may be taken as evidence of cheating.*