

HOMWORK GUIDELINES

1. Place all work in the space provided.
2. Be sure to show all of your work. Answers alone will **NOT** receive credit.
3. Be sure to circle your final answer.
4. If necessary, please staple your homework assignment.
5. Be sure your work is **neat, well-organized, and readable**. The instructor has the right to refuse any disorganized or unreadable work.
6. If you lose a copy of the assignment or need a "fresh" copy, you will find one on the course web page.
7. If you are going to be absent from a class on which a homework assignment is due, it is your responsibility to get that assignment to me. Either submit it to me early, or have a friend give it to me.
8. In some cases, late homework will be accepted. Any homework turned in after the specified due date will be considered late and twenty percentage points will be deducted from your score. Please note that homework turned in on the due date but **AFTER** it has been collected in class is considered late.
9. No homework will be accepted once the key to the assignment is provided to the class.