



MATH V21B • COURSE REQUIREMENTS & GRADING (CONTINUED)

Homework. Turn in before you start each exam (so you don't forget before leaving class). I may not ask you to turn it in—but it is still due (and the responsibility for remembering to submit it is yours)! Completeness, accuracy, and legibility govern scoring, the maximum possible value of which is documented in the large table on the front side of this handout. No late work is accepted. Missing class does *not* excuse lateness; mail the work (postmarked by the due date), or ask a classmate, friend, or family member to bring it. All assignments count (none are dropped).

Homework Hints (or, How Not to Lose Points on Your Homework). Do as many problems as you can; this will maximize your knowledge and enhance your exam performance. Here are some hints for obtaining the best results:

- Please do not pre-number your homework sheets. Some problems will take up more space than you are expecting, and the cramped writing that results is difficult for the grader to read. Tiny or illegible work earns no credit.
- Display all reasoning. Make clear the *logical* order in which you performed the steps preceding the solution.
- *After* completing a problem, compare your answer to the one in the back of the book. It is an expectation of the course that you check your answers; I will deduct points if it becomes obvious that you are not doing this. (Conversely, you can also lose points for just copying answers out of the book without showing steps.) Highlight or draw a box around the final answer. You do not earn credit if someone else does your homework for you.
- Please begin each new section on a fresh sheet of paper (not the bottom or back of a partially used sheet). If you forget, highlight the section number so I can see it. Label this new sheet with your name, "Math V21B", and the class meeting time, all in the **upper right** corner. I deduct points for "nameless" homework.
- Please staple your homework, one staple per section (not a thick stack with a single staple). Bring your own stapler; the classroom stapler often jams or vanishes mysteriously. If you forget, you *must* write your name at the top of *every sheet*. Do not use clips; do not fold the corners of the papers together.
- Papers torn from spiral-bound notebooks or three-ring binders make a mess in my backpack. So I may reject papers which do not have straight edges; please do not use tear-out paper for homework. Instead, keep homework in a file folder, or slide it out of a three-ring binder. Spiral-bound notebooks should be used for note-taking only.

Chapter Tests. Tests based on recent homework assignments are given every few weeks. The purposes of the tests are (1) to encourage timely completion of homework (tests sometimes contain problems taken straight from the assignments), and (2) to evaluate your understanding of the course material. There are *no* make-up tests. Instead, your lowest test score will not count in the computation of your final course grade (unless plagiarism occurred). This policy's purpose is to mitigate emergencies (illness, injury, death of relative/friend, job loss, travel, *etc.*). Abuse the policy at your own peril! Each chapter test lasts 50–75 minutes. All work (steps) must be shown to earn credit. If you forget your calculator, I will provide one; however, a two-point irresponsibility penalty will be deducted from your score if you "forget" more than once.

Final Examination. This two-hour test has questions much like the chapter tests, but is longer and may cover any course topic. All work (steps) must be shown to earn credit. See the **COURSE INFORMATION** document for the time and place. The rules for calculators are the same as for chapter tests. To discourage requests for early or late final examinations, note that any such request that requires me to reschedule my work (*i.e.*, stay up late to write the exam sooner than would otherwise be necessary) or make a special trip to campus is subject to a deduction of 30 points from the requesting student's point total, regardless of the reason for the request.

Rules for Tests and the Final Examination.

- Communication with anyone other than me, by any means, is prohibited; turn off mobile phones and beepers, remove earphones or ear buds, and keep them out of sight (*e.g.*, in a pocket or backpack) during testing.
- Bring pencils, paper, erasers, and a calculator (but **not** a mobile-phone calculator) to each test.
- You may not use a mobile phone as a calculator; ask me to borrow a calculator if necessary.
- Please do not eat during testing. You may use the restroom without permission, but only one student at a time.
- If you are making distracting and/or repetitive noises, such as sniffing, sneezing, coughing, snoring, *etc.*, or are clearly ill, I may ask you to move to a different room so as not to disturb/infect your classmates.
- Once you turn in your paper, you *may not* retrieve it except to write your name on it; it is therefore to your advantage not to leave early, in case you "remember" something and wish to make changes to your paper.