



HOMESWORK

GUIDE

Effective Date: September 7, 2009

HOMEWORK RUBRIC

20 POINTS

<u>4 POINT</u>	1. <u>TIMELINESS</u>	On Time	4 points
		1 Day Late	2 points
		2 Days or More Late	0 points
<u>3 POINTS</u>	2. <u>COMPLETENESS</u>	Complete in its entirety	3 points
		One question not completed	2 points
		Not Finished	0 points
<u>10 POINTS</u>	3. <u>ACCURACY</u>	Completely Correct	10 points
		Only one or two errors	9 points
		Three or four errors	8 points
		Five or six errors	7 points
		More than five six errors	0 points
<u>3 POINTS</u>	4. <u>NEATNESS</u>	Completely legible	3 points
		Mostly Legible	1 points
		Somewhat Legible	0 points

In English class, one must respect the rules of grammar and punctuation, one must write in organized paragraphs built with complete sentences,. Similarly, mathematics is a language, and as such has standards that you must observe.

While, many of your assignments will be done on photocopies that I provide. It is important for you to follow some basic rules.

1. Do your work in pencil, with mistakes cleanly erased, not crossed or scratched out. Write legibly (suitably large and suitably dark); if I can't read your answer, it's wrong. **Colored pens or pencils will not be accepted.**
2. Show your work. This means showing your steps, not just placing the answer in the space I provide. Show everything in between the question and the answer. This rule applies for all questions – even multiple-choice questions. You get no credit for just choosing the correct answer in a multiple-choice question. The general rule is that if there is some work necessary for you to get answer, you must show that work.
3. When you do graphs, use a ruler to draw and clearly label the axes, the scale, and the points. Use a consistent scale on the axes, and make a table to show how you chose your points, unless, of course, instructed otherwise. Also, make your table or graph large enough to be clear.
4. If the problem is of the "Explain" or "Write in your own words" style, then you need to explain your reasoning and make your computations clear. Use complete English sentences. Do not use pronouns, like "he", "she" or "it." In general, write your homework as though you are trying to convince someone that you know what you are talking about.
5. Use standard notation and language. Do not invent your own notation and abbreviations, and then expect your teacher to figure out what you meant. For instance, do not use "#" in your sentence if you mean "numbers", "+" does not mean addition, it means "+." Do not use the "equals" sign ("=") in a sentence; use actual words. The equals sign should be used only in equations, and only to mean "is equal to".
6. Remember to label your final answer clearly and appropriately. If the answer is to a word problem, make sure that you tell what the answer represents. If the problem involves money, then the answer should involve dollars and cents. Make sure you round off your answer only when I tell you to do so, never round an answer on your own.

In summary, schools today have made the development of essential skills, the provision of significant and meaningful learning experiences and the development of the workforce some of its primary goals for student success. As such, they want their instructors to guide the students toward a higher level of confidence and competence. In math, that translates into a greater need for clarity in mathematical writing. The intention on this "Homework Guide" is that you and I communicate better, and that you succeed both in your present mathematics courses and in future mathematical communications with co-workers and clients.

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