

BIOL 933, Fall 2017

Tips and guidelines for homeworks

Please take a few minutes to read this over, as it will save time (for you and for me) and improve grades (for you) in the long run. If you have questions about grading, don't hesitate to ask me.

General Policies

I strongly encourage you to work with each other on weekly problem sets, but the work you hand in **MUST** be your own. This means you cannot work together to answer a problem and then just copy and paste the code, interpretation, etc. into two separate homeworks.

For exams (midterm and final), you have access to all the course materials (labs, problem set keys, lectures, etc.); but you must work **ALONE**. Play it safe and do not discuss the exam problems with your classmates, not even, "Hey, that question #3 is tough, eh?"

A complete hard copy of your homework needs to be handed in by the end of the period it is due. Late assignments receive an automatic 10% off for the first day and will not be accepted after the answer key is posted on the class website (usually within 24 hours). If you have extenuating circumstances and need more time, that's perfectly understandable – just make arrangements with me *before* things are due.

What to include in the homework you turn in

1. If a problem asks you to show calculations “by hand,” it is sufficient to show the complete calculations for one sample and then show just the results of similar calculations for all others.
2. For R output, include *only* the parts that are relevant (usually just a number or a small table) and interpret all relevant output (usually a sentence or two).
3. For all R output, include the R code used to generate that output.

Formatting your homework (very important)

Format your homework so that it is easy to see for me to what you did. This makes my job a lot easier, will keep me from getting crabby at you, and will allow me to give you partial credit when your final answer isn't quite right.

1. Use **Titles**, **highlighting**, **bold font**, **boxes**, etc. to make it clear where your input, output, answers, and interpretations are. That is, make it clear what exactly it is that you want me to look at. Hint: Since you will be handing in hard copies of your work, one good way to do this is to print and then use a highlighter to indicate the main answer for each question.
2. Italics do not work.
3. Please type your homework, if possible. If you must write by hand (e.g. for showing calculations), write legibly.
4. Make sure that your homework answers are in order when you turn them in (1, 2, 3, ...), even if you don't complete them in that order.
5. **Staple** assignments (no paper clips) and be sure that the staple doesn't prevent me from reading your answers.
6. Indicate if an answer goes onto another page.
7. Print double-sided, if possible.
8. Put your name on your homework.