

## How to Organize the Assignment Notebook for Discrete Math

1. Use a good-quality 3-ring binder, at least 1 ½" deep. Spiral notebooks will NOT be accepted.
2. Put your name on the outside of the binder.
3. Cover page should include:  
your name, class name, semester and year, book name and edition.
4. The most recent, ungraded homework group must be the first section. Each section must have a table of contents. Arrange homework papers within a section in the order they are assigned. Older sections will follow this section. Each section must be separated from others by a labeled divider.
5. Any graded program, report, homework assignment, quiz, or exam must be kept in this notebook. Do NOT keep your lecture notes in this notebook. A good idea is to keep lecture notes in a spiral that can be added to this notebook at the end of the semester. I do NOT want you to turn in your lecture notes when I grade your notebook, however.
6. Homework assignments are given daily and the assigned problems will be on the BlackBoard assignment page. To be successful in this class, it is imperative that you do the homework! If you get stuck on a problem after you have attempted it, ask about it in class or work with a fellow student until you understand it. Usually the odd numbered problems are assigned and the answers are in the back of the book. This gives you a way to check your understanding. However, you must show how you arrived at this answer in your homework. ***Just copying the answers from the key does not constitute completing the assignment!*** It will be to your advantage to write enough of the problem on your paper so that your answers make sense later when you go back and study your assignments for the exam.
7. At the beginning of each exam, you will submit your notebook as described above. You will receive a grade for the current section. I will do my best to return your notebook with the graded exam.
8. If your notebook is not well-organized, I RESERVE THE RIGHT TO REFUSE TO GRADE IT!!