

## WRITTEN HOMEWORK GUIDELINES

- Use 8.5" by 11" ruled sheet paper (not torn from spiral workbooks or binders) and staple all sheets together and in the proper order. Do not use paper clips or fold down an upper right or upper left corner.
- Print your name legibly in the upper right corner of each page
- Label your homework on the upper left corner of each page. For example, Written Homework #1
- When you start new chapter or section, label it: Chapter 3 – Normal Distribution and also label each problem clearly.
- Write your work legibly using pencil, not pen.
- Show all work by writing all steps involved in solving problem in a neat and organized fashion with one step below the other.
- Write all problems one below the other in a vertical fashion. Do not write them one next to each other in a horizontal fashion. Do not work in multiple columns down the page. Do not squeeze problems together, with one problem running into the next. Use sufficient space for each problem, leaving at least two blank lines between each successive problem.
- For tables and graphs, use a ruler to draw the straight lines, and clearly label the axes, the scale, and the points of interest. Use a consistent scale on the axes. Also, make sure that your table or graph is large enough to be clear.
- Place your final answer at the end of your work. Mark your final solution clearly by drawing a box around it. Label your answer appropriately, i.e., if the question asks for measured units, be sure you include the appropriate units on your solution. If the question is a word problem, your answer should be in words addressing the question.