

Submission Guidelines

Anytime you submit an assignment on paper (or via email) follow the guidelines listed below. Failure to follow these guidelines may result in your submission not getting graded.

- **Your name** and the chapter section or assignment title need to be on each submission. (If you print off an assignment, you only need to be sure your name is on the assignment.)
- Anytime you work problems on your own sheet of paper, the **question needs to be copied out**. Then show your work and give your answer. Be sure to clearly indicate your answer. If your work cannot be read, it will not be graded.
- If an assignment has multiple pages, these pages **must** be **stapled** together. Do not staple multiple assignments together. (Multiple sets handed in on the same piece of paper **will not be graded**.)
- Emailed Submissions:
 - This option is for special circumstances only, and you must get permission before emailing any assignment.
 - Any emailed submission needs adhere to the following:
 - file format: pdf or word (jpeg or gif files will not be accepted)
 - file content: each homework set or quiz needs to be in one file
 - file name: include both your name and section number if applicable
 - email subject line: include the assignment name for each assignment attached
 - scan quality: the file must be able to be read
- Late Submissions:
 - If you get an assignment to me before 5pm the day it's due, it will not be counted late.
 - If you have a *really good excuse*, there will be no late penalty.
 - I do not guarantee to grade late submissions in a timely fashion.
 - If your work is late and you do not have a good reason:
 - Assignments turned in **after** the designated final submission date will not be graded.
 - Late assignments turned in **before** the answers have been posted will have 20% taken off the original grade.

Resources

Atkins library has a variety of resources which may be helpful, including a stapler and a scanner.

Quizzes

Periodically, there will be quizzes, which may be either in-class or take-home. If a quiz is take-home, it will be posted on the class website by 5pm the day before it is due. In-class quizzes may take a variety of forms: from a formal graded quiz to a group activity to answering a question about material just learned. Unless otherwise directed, all quizzes are closed book, closed notes.