

DEPARTMENT OF MATHEMATICS AND STATISTICS
UNIVERSITY OF MINNESOTA, DULUTH
Duluth, Minnesota 55812

RULES, SUGGESTIONS AND MINIMUM STANDARD REQUIREMENTS FOR
MATHEMATICS AND STATISTICS HOMEWORK/ LAB ASSIGNMENTS

If your homework/ lab assignment does not conform to the following “MINIMUM STANDARDS,” the grader may elect to not grade your paper and to record a zero in the gradebook.

1. Unless you are told otherwise, you should not cooperate on a given assignment. Do your own work. What you turn in should reflect your own understanding of the material.
2. For written assignments, start early enough to have time to ask questions of the instructor or of a tutor if you don't understand something.
3. Read the assignment carefully; follow all instructions. Observe any additional rules or requirements that are given to you by your instructor.
4. At the instructor's discretion, homework/ lab assignments may be due at the beginning of class on the due date. If this is so, all work must be completed before coming to class, including cutting, collating, and stapling.
5. If your instructor allows you to turn in your homework outside of class, it should be dropped off in the faculty/GTA mailboxes. Mailboxes are located in the hallway behind the department office (not in the department office), next to the graduate student office 154 SCC. NOTE: Homework drop off signs are posted on hallway walls.
6. The first page of your homework/ lab assignment must contain your name, course number, section, instructor's name, GTA's name, assignment number, and due date at the top of the page.
7. Do not write in red ink or red pencil. Write neatly or type.
8. The individual, assigned exercises or items must be numbered, labeled, and in numerical order. The exercise number is usually the only thing that should appear in the left-hand margin.
9. All pages of your homework/ lab assignments must be 8.5 inches by 11 inches. Use generous margins.
10. All pages, in the correct order, must be numbered sequentially. All pages must be stapled together.
11. Neatness, clarity, organization and conciseness may all affect your grade.
12. Show your work. Do not just give the answer. Show how you arrived at that answer.
It is your responsibility to convince the grader that you understand how to solve the problem.