

MATH 492 HOMEWORK POLICIES & ASSESSMENT
BURTON, MATHEMATICS DEPARTMENT, WOU, WINTER 2006

Expectations—Overall

- ◆ Your homework is a reflection of you as a person, a scholar and a future teacher. Your presentation and write up of your homework is an important way for you to communicate your understanding of course topics. This is a 300 level math focus or middle school focus course; it is expected that you will turn in only quality work.
- ◆ There is no policy for rewriting or resubmitting homework. Do your best work the first time.
- ◆ If you need help, ASK. There is no excuse for not “getting” homework and for not seeking help.

Appearance—Paper

- ◆ Use 8.5” x 11’ plain white or lined white paper for all of your work.
- ◆ Don’t use small size paper, don’t turn in ripped out spiral bound papers.

Appearance—Writing Readability

- ◆ Write or type all work neatly. If you cannot make your handwriting neat and clear, type. Any student with writing that is not neat, clear and easy to read (for Dr. Burton) is required to type their work. Some assignments may be required to be typed—this information will be included with the assignment description.
- ◆ Don’t write in unreadable light pencil.
- ◆ Don’t write in scribbled, smeared or messy ink.
- ◆ Don’t write, label or color in felt pen.
- ◆ Don’t use highlighter please (Dr. Burton won’t notice it).
- ◆ Work that is unreadable for any reason will be returned to be re-presented and may incur a late homework deduction.
- ◆ Check your spelling, papers with 3 or more spelling errors receive at most 50% credit

Recommendation for handwritten work

- ◆ Mechanical pencil, lead HB 0.7

Requirement for typed work

- ◆ Arial font 14, black ink, including all (typed) labels for pictures and diagrams.
- ◆ Use 0.7” margins.
- ◆ For expository work, use 1.5 line spacing your text.

Appearance—Label pages

- ◆ Clearly label all assignments with “Math 492,” your name, the assignment identifier, the due date and for multiple page assignments; page numbers.

Appearance— Pictures and Diagrams

- ◆ Don't bog down or waste time on fancy or colored (computer) graphics. Even if you are required to type you may still neatly draw in any needed pictures or diagrams.
- ◆ Label every picture and diagram clearly and succinctly. Refer to the pictures and diagrams in any mathematics textbook if you need a guide on how to label and display pictures and diagrams correctly.

Content—Write out the problem

- ◆ In general it should be clear (to the reader) what problem you are working on or what question you are responding to. If you are not working on an instructor-provided page, unless otherwise instructed, be sure to write out the problem(s) or questions.

Content—Explanations

- ◆ In general, you must explain all of your work. This class is for future teachers and one overall goal is that you will be able to explain how the mathematical topics covered in this class work. Even if a problem does not explicitly say "explain" it is assumed you will explain your solution path.
 - ◆ Hint, if any adult reader reads your work and wonders "why?" about any detail, you need more explanation.

Content—Show your work

- ◆ Some problems will require steps. In these cases, show all of your steps and work. Don't exclude details you work out on a calculator or scratch paper,

Flow of Written Content with Diagrams

- ◆ If your work includes a model of a concrete object, be sure to clearly describe the object prior to discussing it or using it in your work.
- ◆ If your work includes a model or any series of diagrams, these should be stepped out with explanations to create a reading flow. No reader should have to flip back and forth between an explanation and a diagram. Your work should always proceed linearly and clearly down a page, explaining your ideas and your models (if applicable) as you go.

Late Work

- ◆ Unless specifically stated otherwise, all homework may be turned in one class day late for a 25% point deduction and two class days late for a 50% point deduction. Work that is three or more class days late will not be accepted.

Excused Late Work

- ◆ Excused late work will only be accepted in the case of documented emergency or a documented university sanctioned absence from class (examples: student teaching in the education program, university representation in a music presentation, etc.). Prior notification and my agreement are required. Ordinary illness of one or two class days does not count as a documented emergency, even if you have a note from a doctor.

ASSESSMENT SCALE

Individual problems or small sets of problems will generally be assessed on the following 5-point scale

5 points

- ◆ All components of work is thoroughly and completely developed, has a clear reading flow, shows depth of understanding of topic and shows ability to explain details of topic.
- ◆ All work is completely accurate and overall work is “essentially perfect.”

Criteria met from 5 points AND enhanced or connected to other mathematics; above and beyond requirements—up to 6 points, up to 1 extra credit point.

4 points

- ◆ Complete work but not thoroughly and completely developed or reading flow unclear or mildly jumbled.
- ◆ Accurate or very minor flaw; work is not perfect.

3 points

- ◆ Work is partially effective or reading flow is unclear or work is partially complete.
- ◆ Unlabeled pictures or diagrams always create, at most, partially effective work.
- ◆ Unexplained work or work with steps missing always creates, at most, partially effective work.

2 points

- ◆ Work is underdeveloped, unjustified or sketchy.

1 point

- ◆ Work is ineffective, minimal, or non-evident.
- ◆ Work is incorrect, even if all other aspects are complete and / or thoroughly developed.