

Guidelines for all collected homework assignments

MATH 131: Calculus II, Section 2

Reading Assignments: Advanced Preparation. Hand these assignments in at the beginning of class the day they are due (one class period before our lecture and class discussion on the reading). Reading Assignments all have four parts as listed below. **Please:**

- Do your assignment on the handout provided.
- Put your name in the space provided on the first page.
- Staple your pages together if you have more than one.
- Make your work legible and neat.
- Use full sentences when responding to questions unless otherwise noted.

It is recommended that you use pencil for these assignments. A Reading Assignment is a reflection of your understanding of the text and it is not expected that you completely understand all the material in the section when you have completed the reading assignment. Thus it is not expected that you consult outside resources or spend copious amounts of time on these, though you should spend a decent amount of focused time reading and responding to questions. One to one and a half hours should be about the right amount of time for each Reading Assignment. Below are the four parts you must complete for each reading assignment:

1) Response: After reading the assigned material **at least once**, write clear responses to the section-specific questions about the reading with full sentences. These questions will vary with each assignment and will be given on the handout when the reading is assigned. Often one to two well-worded, complete sentences is sufficient to respond to each section-specific question. You may also be asked to draw diagrams. You should be sure to read the entire section before starting to answer the questions.

2) Questions/Overview: This is in many ways the most important part! Write down some of your own questions about this reading. These questions could be about a specific example in the text that is unclear to you, or why a certain hypothesis is included in the statement of a theorem, or more general questions about what something means, etc. These questions may also involve new or old concepts that are confusing to you, and connections between this reading and other ideas. This is your opportunity to guide the discussion of the material to the areas that confuse you and help to further your understanding; be as explicit as possible with your questions. If you have no questions on the material, write down some key concepts or examples that were not referred to in the reading questions. Roughly three complete sentences should suffice for this part, though there may be times when more is required or less is acceptable.

Writing that you have no questions on the material will not earn you full credit!

3) Reflection: Write two or three sentences reflecting on the process of your recent work in the course. You do not need to spend long on this: probably only a few minutes. Write about how things went with any assignment or reading done for class. This may include what was well explained and interesting, what was confusing, and what you had to reread or rework but eventually understood. This should reflect both your personal feelings about the course and your interaction with the material.

4) Time: Write how much time you worked on this Reading Assignment. This is the one part of the reading assignment that never needs to be written in full sentences!

WeBWorK Exercises: Warm-Up. These are due before each class and are completed online. WeBWorK exercises will be based on the material covered in the Reading Assignment and discussed during the lecture in class. These exercises will mostly be testing to see if you have a basic understanding of the new concepts and techniques we have discussed. You do not have to complete an entire set in one session. Every time you submit a correct answer, the system will record your success and you will see 100% listed as your score on that problem, even if you log out and log back in later. Some problems have multiple parts and will issue partial credit for some right answers. For example, if a problem requires 4 answers and you answer 3 of them correctly, your score for that problem will be displayed as 75%. Most problems, however, do not give partial credit. Do remember to “submit” your answers, not just “check” them. For most problems, you will be allowed thirteen attempts to obtain the correct answer. However, be sure that you are not just guessing. You may work with others on these problems, but note that WeBWorK generates different numbers in a problem for each student. Refer to the WeBWorK Instructions and FAQs and the WeBWorK Syntax and List of Functions websites (accessible from our class home page) for more details.

Main Exercises: Solidifying Understanding. These will be assigned once a week and will normally be due at the beginning of class each Monday. The material on these assignments will be material for which we have completed Reading and WeBWorK assignments, as well as on which we have had class discussion and lab work. Thus these will normally be more challenging questions. You may use both sides of the paper, but **please**:

- **Put your name on the first page of every assignment.**
- **Staple your pages together if you have more than one.**
- **Make your work legible and neat, and follow the directions carefully.**

It is recommended that you use pencil. Most of your work on these should be your individual work. You are encouraged to see me during office hours if you have questions. I am happy to help you. You may also discuss the main ideas of the exercises with your classmates and the Math Intern. Then go home and write up your final solutions **completely by yourself**, without comparing with other people. The paper you hand in should be entirely your own writing, not the same as anyone else's. **Write how much time you worked on these exercises and with whom you discussed them before starting your final write-up.** Neat work (including stapling if more than one page, no work crossed out, and no jagged-edged papers, in addition to neat writing) will earn one bonus point.

Evaluation

The Reading Assignments will be graded with a plus, check or minus. If your work is completed, you will earn a plus. If it is partly complete, it will earn a check. And if it is largely incomplete, it will receive a minus. Completed not only means that each question is addressed, but also that complete sentences are used and that it is clear that some thought has been put into every response. The Reading Assignment is graded on effort. Each Reading Assignment contributes up to 8 points towards your homework grade: a plus is 8 points, a check is 6 points, and a minus is 4 points. Be sure to answer all parts of all questions!

Each WeBWorK problem will be worth roughly one point. If a problem has several parts or is particularly challenging it may be worth more.

Each Main Exercises assignment will be worth 20 points. These should be top quality work and very well presented.