

## HOMWORK PORTFOLIO INSTRUCTIONS

In mathematics, as in most endeavors, you learn by doing. Math is not a spectator sport! Consequently, you can earn a substantial amount of additional credit by turning in a well-written homework portfolio (notebook) at the end of the semester. However, to receive credit the following instructions must be followed precisely:

1. All work should be placed in a three-hole binder.
2. The first page should be a cover page containing your printed name, course number, section number, semester, and year.
3. Each section of homework should begin on a new page and you should put the chapter and section number at the top of the page.
4. Every page should have the chapter and section number in the upper right-hand corner. You may write on both sides of a page.
5. Problems must be numbered and worked in order.
6. All necessary work should be shown, and rectangles should be put around all answers.

The homework portfolio is optional, but if you wish to do a homework portfolio, you must meet with me in my office with your notebook during the first four weeks of school so that I can document that you intend to do a notebook and verify that you are following the format correctly. Notebooks will be turned in at the final exam. No late notebooks will be accepted, the notebooks will not be returned, and all grades on the notebooks are final. A maximum of four points to be added on to your grade average can be earned through the homework notebook. However, if the homework contains no work and only answers copied out of the book, then one point will be deducted from your final average. On the other hand, on problems that you are having difficulty with, it is permitted to copy answers from a solutions manual as even that process can eventually lead to understanding.

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MAT212  
Section 35436  
Spring 2012