Phlc Analytic 2007 - Instructions for writing homework and quizzes

Identical to the guidelines for Ph 1b.

This is an example of the format for writing and submitting problem sets. Following these guidelines will increase the likelihood of prompt and accurate grading.

* Homework will be turned in before 4 p.m. outside of 201 E. Bridge.
* *Each problem will have its own box.* Please make sure that your problems go into the correct boxes.
* *Each problem should begin on a new sheet of paper.* Multiple parts of a single problem can be on the same page. The problem number and assignment should be written at the top of the page.
* For problems which span multiple pages, the second and subsequent pages should list the student's name and problem number at the top of the page. Multiple pages for a single problem should be stapled together, but the assignment as a whole should not be stapled.
* All work should be done on one side of lined paper in blue or black ink or pencil.
* The student's name and section should be /legibly/ written on the top right-hand corner of the first page of each problem. The student will not receive credit if the paper can not be identified.
* Quizzes will function differently. Quiz problems should be stapled all together and submitted in the lockbox outside of 201 E. Bridge (not the homework submission box). The lockbox will only be available between 9 a.m. and 5 p.m. on weekdays.

Any questions about grading should be directed to the head grader <mailto:cchan@its.caltech.edu>, not the TA who graded the paper or the section leader.