GUIDELINES FOR COMPLETING MATH COURSEWORK

Because our class time is so limited, all of your assignments will be completed outside of class. They will typically be 20 -25 problems long (fewer for Calculus) and should take an hour or so to complete. Please fold your paper vertically and show your work - in pencil - down the left side of your paper only. (This requirement is waived for Calculus and proofs.) In order to receive any credit for these assignments, all work must be shown, and it must be checked and corrected. You should have secured a solutions manual for your course, so that every time work is completed, it is checked for accuracy by a parent, and then corrected on the right side of paper by the student.

Here’s the procedure.

* Complete your coursework every day in plenty of time to have it checked by a parent and make corrections as necessary. Parents will circle problems that need to be corrected in red ink. Return the paper to student with time for corrections to be completed. (Parents should anticipate a paper that requires some corrections, but should seek additional help if there are frequently more than 7 or 8 problems that are either incorrect or weren’t attempted.)
* Students should make corrections down the right side of the paper in red ink next to the missed problem without consulting the solutions manual. Hopefully you will be able to find a missing step or careless mistake. Red ink will indicate a correction the student was able to find on their own.
* After corrections have been attempted, students should now check solutions once more against the manual and make their final corrections in black or blue ink. (If there are any problems you weren’t able to attempt, copy them from the manual in blue or black ink.) Black ink will indicate an area that is not yet mastered and should be revisited. They may now understand it, but should check back and see if they remember how to do it before test time.
* Initial the assignment sheet that you will find at bilottamath.weebly.com
* List the problems that you still don’t understand on the assignment sheet, and then ask about these problems at the beginning of class.
* Have a parent initial the assignment sheet to indicate it was completed as stated here.

Here is how credit will be awarded for assignments that show how solutions were reached:

* If all problems have been attempted (with only occasional problems copied from solutions manual) work has been shown, corrections completed, 100% credit will be awarded.
* If work is completed by the due date, but corrections are only one class late, 80% will be awarded.
* If work is completed and corrected one class late, it will receive 60% credit.
* Completed and corrected work that is submitted later than one class will receive 30% credit.
* Assignments that do not display work, are missing corrections, or are submitted after the current chapter will not receive any credit.

Tests:

Tests will be administered after each chapter and should be completed at home under careful guidelines.

* Tests will either be passed out in class or emailed to parents. Parents should print out the test and then delete it from their computer, as we want to protect the security of the test from any public use or from unfair advantages of future classes.
* They should be completed in one sitting without the aid of notes or the textbook unless otherwise specified.
* Calculator usage will be specified for each test.
* Students should show their work and should follow specific directions.
* Partial credit will be given at the tutor’s discretion.
* The test should be returned to the tutor in a parent-sealed envelope on the due date (usually the next class meeting).
* Graded tests will be returned. These should be kept in a notebook and saved as a resource for final exams. Please destroy these graded tests at the end of the course.

Please sign and date this paper and turn it in on the first day of class. Include this as the first page in your notebook.

Parent Signature Date