

Guidelines for Problem and Quiz Sets

Here are some general expectations for your Problem and Quiz Sets:

- Be academically honest. This means, for example, providing a list of the people (if any) with whom you worked on a Problem Set and providing a list of sources other than the textbook (if any) that you used to complete an assignment. Although you are encouraged to work together, you should not submit anything that you do not understand or is not written in your own words. You are obligated to adhere to the CMU Policy on Academic Integrity.
- Mathematics is a language in itself that is common to many sciences across the world. It is crucial that we all use consistent and correct notation. For example, when using the equal sign you should make sure that the quantities on either side of the equal sign are indeed equal.
- The material you submit should be self-contained. In particular, you should be able to look at it again a month later and understand what is on the paper.
- Take pride in your work. This means you should:
 - use complete sentences with proper grammar and correct spelling;
 - write legibly;
 - provide justification for your claims;
 - clearly state all the hypotheses being used;
 - collect problems in order (with the problems clearly labeled!);
 - use only one side of each sheet of paper;
 - staple pages together;
 - remove fringe from paper;
 - put your name (first and last) in the top right-hand corner of every page you submit.
- Save all of your Problem and Quiz Sets to study from.
- Like in all areas of life, constructive feedback can be difficult to digest and accept. Please know that the feedback provided in this course is meant to *improve* your mathematical solutions and communication. Please take the feedback seriously and apply it to your future work.

Forgive Me Coupons: Points will be deducted when the above expectations are not met. However, since we all make mistakes, you have two *Forgive Me Coupons*. Each one can be used to gain such a lost point. If you wish to use a coupon, then simply cut out the coupon, complete the details, staple it to your graded work, and submit the coupon for re-recording of the grade. A coupon cannot be used to submit a Problem Set past its given deadline.