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# Guidelines Sheet for Submitted Material

Here are some general expectations for any work you submit in this course:

- 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.
- Be academically honest. You are expected to submit only work that is your own. This will help us gauge your understanding, progress, and abilities for the material. Although you are encouraged to work together as you study, 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.
- Take pride in your work. This means, for example, that you should write legibly and give justification (in complete sentences!) for your answers. For take-home quizzes:
  - turn in the problems in order (with the problems clearly labelled!)
  - use only one side of each sheet of paper
  - staple your assignment together.
- Put your name (first and last) in the top right-hand corner of every page you submit.
- 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.
- Save all of your quizzes to study from throughout the course. (Saving your work will also allow you to calculate your course grade at any time during the semester.)