

Tips for Homework Success

1. Turn assignments in on time.

- a. Late assignments will be accepted for up to a week after the due date with a 20% deduction.
- b. After a week, no credit will be given.
- c. Exceptions to this policy for illness, family emergencies, etc. will be made on a case-by-case basis, but let me know ASAP. Don't tell me the week before finals that you need an exception for the first assignment because you were sick for two weeks.

2. Read the questions carefully.

- a. For full credit, you need to answer all parts of the question.
- b. If you don't understand what the question is asking, see point 6- ask questions!

3. Format clearly.

- a. All homeworks should be typed.
- b. Use complete sentences, not fragments or single-word answers.
- c. If there are numbered questions, number your answers and keep each question separate.
- d. I'm not looking for essays unless the question specifically asks for it. Clear and concise is better than long and confusing, so one or two sentence answers are perfectly OK as long as you've answered all parts of the question.

4. Proofread. Edit. Proofread. Edit.

- a. Most word processors have spell/grammar check. Use it! A few typos here and there are OK, but I will take off for more than a few minor errors. Run-on sentences, comma splices, and sentence fragments are not OK. Links to some infographics on common mistakes can be found on my website.
- b. Re-read what you write to make sure it makes sense. If you're not sure, have someone else read it. If I can't understand what you've written, I can't tell if you understand the content, so I can't give you credit.

5. Plagiarism will not be tolerated.

- a. Working together and discussing the homeworks is fine. Copying is not! All work you turn in must be your own, in your own words.
- b. DO NOT copy from the internet, books, articles, your classmates, etc. I will find out.
- c. If you use a source in an essay or term paper, cite it! Again, don't copy, but you can quote/reference facts and ideas. You may use whatever citation style you choose, but be consistent! Links to common styles can be found on my website.

6. Ask questions!

- a. Both Dr. Walterbos and I have office hours, and you can email us at any time.

7. Don't wait until the last minute.

- a. If you're just starting the homework the night before it's due and don't understand something, you're less likely to get an answer in time to finish the homework properly. You'll also have less time to proofread and edit, so will be more prone to errors. Start early!