Failing to follow formatting guidelines will result in a 50% deduction, assuming I even bother with it. I'm not looking for an answer key. I'm looking for a complete, concise report of all the work done. If you embrace this training, it will stand you in good stead in all your future math courses and all your laboratory work.

I highly recommend using a pen tablet or other device that allows you to take notes and write math.

That said, there *are* good phone apps, like CamScanner that will make very good black-and-white PDFs out of well-written. Just make sure you check your PDF results and that they're nice, black writing and nice, plain white background. I haven't the eyesight or patience to deal with sloppy or cramped work.

1. "MAT 1340" in the top left corner of every page.
2. Your full name at the top of the 1st page. I don't want a signature. I want your first and last name as they appear in your Aims Registration. If you want to know what that is, navigate to Classlist on the Main Navigation Bar in the Course Shell in D2L.
3. Your work in One Column. #2 needs to be under #1 and so on. Don't start a new exercise on the same line as the previous. Start #2 BELOW #1.
4. For reference, see these Examples of Good and Bad Work.
5. Leave plenty of room within and between exercises for grader annotations.
6. Black handwriting on a plain white (**no college-ruled or spiral paper or scans!**) background.
7. Show all work, INCLUDING SCRATCH WORK. Put it right with the work, not on a separate sheet.
8. Circle (or box) your final answers.
9. Do not use highlighter to indicate final answers. Anything that reduces contrast is BAD.
10. Submit the exercises in the correct order.
11. **If you're trying to save paper, you're doing it wrong.**
12. If you're using a Pen Tablet or other device, I think that's great! Just don't make the pages too long! Break up the pages, so they're approximately 8.5:11 aspect ratio, like regular letter-sized paper. The reason I say this is because some apps can make pages that are a mile long. Don't do that. Break it up into separate pages within the document.