

**Math 101 Core Competency in Mathematics  
Other Rules and Expectations, Fall, 2009**

**Homework:** You are expected to meet all of the following when submitting homework to be graded. If one or more of these requirements are not met, you will not receive credit (grade of 0) for the assignment.

1. **Name** (printed - not your signature!) in upper right corner of the first page.
2. **Recitation number** in the upper right corner of the first page.
3. Papers **stapled** in the upper left hand corner in one package.
4. The problem is to be stated and solutions are to be organized and neatly presented (no crossing out of large portions of text or messy inclusions of scratch work). For long problems, like ones with long data sets, paraphrase the problem and then state what you are doing - for example "for the data set in this problem the mean is" etc.
5. Label each section and problem.
6. Circle or highlight your final answer.
7. Start each new section on a new sheet of paper.
8. Don't use spiral sheets.
9. Don't put more than one problem on a line.
10. Don't flip paper upside down to write on the reverse side.
11. Don't use pen.
12. Do not submit late homework. It will not be accepted.

**TA and professor's Office hours:**

1. You can see either your professor or your TA for help. See your professor when possible, he/she is the best tutor for the class. It is in your best interest if your professor knows your name.
2. These are times to seek individual help when necessary.
3. Seek help when you need it. Do not expect to be able to get a large block of time prior to exams - office hours are generally very crowded before exams.
4. If you miss a lecture do not expect your TA or instructor to teach you the material that you missed.
5. Prepare for your time with the TA. Have specific questions ready and the work that you have done already with you. Do not ask about questions that you have not attempted.
6. If you have a calculator question, then bring your manual with you.
7. You may have to wait to be helped, and sometimes it is most efficient for your professor to talk with more than one student at a time when student problems are similar.

8. Be respectful to other students.
9. Your TA does not provide walk-in assistance or appointments. You must attend recitation or scheduled office hours to get help from your TA. Remember that your TA is also a student with his/her own classes and obligations.

**Test rules:**

1. Know your name, z-id number and recitation section number.
2. Bring pencils, a calculator, and picture id to class for tests.
3. You must sit in your assigned seat for the exam.
4. Do **not** wear hats.
5. Use of **ANY** electronic device other than a calculator will result in a grade of 0 (zero) being assigned for that exam - this specifically includes cell phones, PDAs and headphones.

Advice: If you want to take this class only once, then work towards perfect attendance.