## Clarity

- first and last name
- course and section number (Math 200-01 or Math 200-04)
- assignment title (e.g. P 12.1 or W 1)
- neat, organized:
  - staple
  - no fringe
- clear answer, e.g. circled
- clear handwriting
- space things out
- number the problems

## Completeness

- include all parts of all the assigned problems
- show your work, explain your reasoning

## Correctness

• both the reasoning should be correct as well as the final answer

For **problem sets** (e.g. P 12.1),

- put the discussion problems first, then the additional problems
- include an "evaluation box" at the end of your assignment:

Clarity: \_\_\_\_\_

Completeness: \_\_\_\_

Correctness: \_\_\_\_

Problem sets are out of 10 points: 2 for clarity, 3 for completeness, 5 for correctness.