

# Homework Nitty-Gritty

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Some of the graded homework will consist of group homework assignments. This is a list of the requirements for these type of assignments. Please read through this list carefully.

## Responsibilities within the group

Each member of the group is individually responsible for the assignment. Each member of the group is expected to contribute to the assignment. You are fully responsible for anything turned in which has your name on it. Problems similar or identical to those which are given as group assignments may appear on later quizzes and exams; you will be expected to be able to do these problems individually.

Groups should operate by consensus. The solutions which you arrive at should be understood and agreed upon by *all* of the members of the group. Dividing the problems among the members of the group is not working by consensus; thus, assignments where each problem is written up by a different member of the group will not be acceptable. Instead, use the roles which are described below.

## Group roles

Use the roles below to facilitate your group meetings. You are expected to use these roles. If your group has less than four people, then combine two of the roles (combining the Manager and Clarifier roles seems to work most successfully). Rotate the roles for each assignment.

**Manager**            The Manager calls the members of the groups to arrange meetings. It is also the Manager's duty to find suitable location for meetings. The Manager is also responsible for food and drinks (if any) at group meetings.

**Clarifier**            The Clarifier is responsible for ensuring that all members of the group fully understand the problem. This does not necessarily mean explaining the assignment to the other members of the group. The clarifier should ask for explanations from other group members and make sure that all members are at a consensus.

**Reporter**            The Reporter is responsible for writing a cover sheet for the assignment. This cover sheet should detail how the group is working and also should note any issues with group (this is described in more detail below). The Reporter acts as the liaison between the group and me.

**Scribe**                The scribe is responsible for the physical act of putting the assignment on paper. This does not mean that the scribe "writes" the assignment. All members of the group are responsible for how the assignment is written. However, the scribe is responsible for typing the assignment, or writing down ideas during group discussions.

## Formatting requirements

Assignments are expected to adhere to certain physical specifications. Sloppy and difficult-to-read papers are unprofessional and discourteous.

**Text**                    It is expected that group homework assignments will be typed or word-processed. *Handwritten assignments will not be accepted.* Of course, there can be some difficulty with typing equations and formulas; these may be written in by hand. (Most word processing programs now include an equation editor, so it may be worthwhile to learn how to type in formulas and equations.) When typing the assignment, remember to leave enough room for any graphs or diagrams you may need to include.

Please double-space your homework assignments and ensure that the margins are at least one inch wide on both sides. This will give me space necessary to write comments and feedback.

For further information, consult *A Guide to Writing Mathematics* (available online).

### Cover page

Each assignment should come with a cover page. This page should be written by the reporter. On this page should be written an account of the roles taken by each member of the group. There should also be a one-paragraph summary of the group meeting(s). In this summary, there should list problems or topics which gave the group the most difficulty. Also, there should be an account of how well the group functioned. The cover page will not be returned with the rest of the assignment. You can use the cover page to communicate any concerns you have with me. Unlike the assignment, the cover page need not be typed, though it should be written neatly in dark ink if it is not typed or word-processed. You may wish to use the *Reporter's Page Template* (available online).

### Miscellaneous

Write the full names of all members of the group on *both* the cover page and the assignment itself. Please make sure that all of the names are spelled correctly.

As a matter of courtesy, you should attach the pages of the assignment together. ***Loose unattached pages will not not be accepted.*** Homework assignments must be stapled or attached with a paper clip.

### Due dates

Please observe due dates. ***Late assignments will not be accepted.*** Homework will be due at the beginning of class. For group assignments, try to schedule meetings as early as possible. Also note that most likely each assignment will required more than one meeting.

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## A brief homework checklist

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| <input type="checkbox"/> Typed or word-processed | <input type="checkbox"/> Full names of group members on assignment and reporter's page |
| <input type="checkbox"/> Double-spaced           | <input type="checkbox"/> Pages stapled or attached with paper clip                     |
| <input type="checkbox"/> One-inch margins        | <input type="checkbox"/> Turned in on time   |
| <input type="checkbox"/> Reporter's page         |  |

(A more complete checklist, *A Mathematical Writing Checklist*, is available online.)

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