Dear students,

There are some instructions that need to be followed while doing the homeworks so the highest possible grade as well as some extra credit points can be scored:

1. Submit all your homeworks on engineering papers.
2. Use only the front side of the engineering paper.
3. Print all charts or graphs on engineering papers.
4. In the first box (from left corner) on the top of the engineering paper insert a wire staple to attach all your papers together. NO paper clips.
5. Put the following in the following boxes at the top of the engineering paper;
   2nd box from the left: Name.
   3rd box from the left: Abbreviated course name, e.g. MATH 101 & HW#.
   4th box from the left: Date.
   5th box from the left: Page number.
   This is considered a neat engineering job. See item 6.
6. Be neat throughout your work. Extra credit will be awarded for neatness. Points will be deducted for sloppy work.
7. Show all your work. No credit will be given for answers that come out of nowhere.
8. If hard work is shown, most of the points will be awarded regardless of small errors.
9. Very important:
   **CIRCLE** or **BOX** all your **NUMERICAL** answers AS WELL AS answers that appear in forms of an **EQUATION** regardless were they are; whether at the end of your workout answer or within a graph or chart. **Points will be deducted** if these answers are **NOT CIRCLED** or **BOXED**. Underlining these answer, pointing to them with an arrow or putting three dots in shape of a triangle next to them are not acceptable.

Good luck.

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Office: Mechanical Engineering Building Room 206. Prior appointment through email is mandatory for visits.