Homework assignments give you the opportunity to practice applying the concepts and computational techniques discussed in the text and in class, and to demonstrate that you understand those concepts. The following guidelines apply to all homework assignments:

1. Start your homework on the day that it is assigned, since a portion of the following class may be used to discuss the assignment.

2. Homework assignments are due at the beginning of the second class after they are assigned, unless another due date is specified. Please place your papers in your table’s folder as soon as you arrive in class.

3. You may work with other students on assignments—*as long as all involved understand how each problem is solved*. If you work in a group on a homework assignment, each person is responsible for writing up his/her own solutions *independently*.

4. If you do work with others on an assignment, you should *indicate who those others are, at the top of your paper*. (For example: *Worked with …*)

5. *You may not copy someone else’s work.* It is extremely important that you understand the difference between *working with* another person and *copying* that person’s work. *Working with* another person can be of great benefit in helping both of you to learn; *copying* another person’s work is plagiarism. (The penalty for plagiarism ranges from failure of the course to dismissal from the University.)

6. You may not use class time to finish homework that is due on that day. Papers turned in after class has begun will be counted as one day late.

7. Solutions to problems in homework assignments should be complete. This means that you must include, for each problem, *all work* necessary to justify your answers. Credit will not be given for answers alone.

8. Whenever an assignment requires more than one page of paper, please *staple* pages together. Do not attach papers by folding/tearing corners, etc.

9. Take pride in your work. The appearance and completeness of your work is a reflection on you, and will be taken into consideration in grading your work. In particular, ragged edges on pages that are torn out of a spiral notebook are not acceptable.

10. Unless I specify otherwise, you may use SPSS on any homework problem where it is pertinent. If you use SPSS on a problem, then you should use scissors and tape to cut out the relevant portion of the SPSS output, and tape it onto your homework paper so that it fits logically into the solution of the problem. *Do not simply staple the printout to the end of your papers.*