You know from the syllabus that we will have TWO kinds of weekly tasks that you turn in. This handout explains how one kind works: Required Practice (RPs).

○ Every day in the course web listing (http://granite.sru.edu/~lmiller/) will be a list or link of 10 "Required Practice" problems to turn in. (Problems labeled "Extra Practice" don't have to be turned in.)

○ Those ten problems are due into a D2L DropBox on the **NEXT Tuesday by 5pm**.

○ **Required Practice (RP) are intended to give you regular, solid exposure to some skills we cover.** Teachers understand that you can't learn math well without frequent practice.

○ Unlike other graded tasks in the course, RPs are scored ONLY for (a) full completion, (b) following format rules, and (c) being on time.

○ As the syllabus explains, our reality is that I can't spare the extensive time needed for deeper grading of correctness on these. However, you can use the available resources to clarify your own correctness as we go.

○ Honesty and integrity are also expected (per the syllabus).

Format Rules: (I've scanned a sample in the RP #1 DropBox, to illustrate the rules below.)

○ Each day's RP must be uploaded as a SINGLE PDF-format file to that day's DropBox. (Create it as one file, but it can have multiple pages)
  If you need help on this, please go to the IATS Help Desk in Bailey Library for assistance. Another reality is that I cannot get timely feedback to you (100 students) if I lose time for email submissions, separated files, incompatible formats (including photos), etc., so such things are NOT acceptable.

○ Do NOT combine the two RPs that are due each week. Each set has its OWN, separate DropBox.

○ Write your name, the RP number, and the class date on top of your first page, so it's visible in your scan.

○ SEPARATE each Problem on your page by a visible horizontal line extending all the way across your paper. Sadly, saving a tree or two costs me feedback time, and you need that more.

○ Identify each Problem as #1, #2, etc. from the RP list AND also show the book or handout source info.
  For instance, you might label "#1 - Book 1-1A (p.13): #6a" or "#2 - HW #3: Problem #14." Such labels let you find the original *question* again when you're studying later - an answer with no idea of the question does NOT help you learn.

Full Completion: In short, work OR verbal explanation is required for EVERY problem.

○ For problems that CAN show work, you MUST do so. You earn no credit for writing just a final answer.

○ For problems that are more about reasoning or thinking, with little notational work, you MUST give a 1-2 sentence EXPLANATION (in words!) of that reasoning or thinking.

○ Final answers and worked solutions are available in advance for many problems, so that you can check yourself. **DO NOT simply copy those answers/solutions without trying for yourself first.**
  In situations where we have a standard way to organize our work, then it's okay that yours looks identical to the solutions. And sometimes there's a standard way to phrase our explanations, and again that's okay for you to imitate. The point is to use the opportunity to master what you're doing, since correctness doesn't count on RPs, but definitely DOES on other assessments in the course!

○ You CAN (yes!) work together on RPs or get help from tutors, and you are very welcome to come to my office hours with questions or to get help too.

Absence/Illness Policy: Absence/illness is accommodated by DROPPING 4 missed or low RPs.

○ We will have about 24 RPs due, and I count only your best 20 scores.

○ After-the-fact submissions only create stressful extra work for you, and interfere with my ability to get prompt feedback to everyone else, so, no, we do NOT "make up" that work.

○ Rather, the policy is to drop 4 missed scores so they don't affect you in the first place. No documentation is required, though notification IS a good professional practice.

○ I allow a few minutes late in case of tech issues, but generally, late RPs won't be accepted.

○ This policy may be modified in extreme circumstances, but only if merited and with external documentation.

Completing RPs early gives you the chance to ask about problems during class, which sets you up to perform better on other assignments in the course, especially Weekly Assessments, due Thursdays.