

Turn in homework at the **beginning** of the class for which it is assigned.

All homework has 5 parts, each worth 20%: Label the Figure(3 – 15 items), True/False (10 – 12 items), Multiple Choice (14 items), Matching (8 – 10 items), and Short answer (5 questions, many with multiple parts). All may be done on plain paper.

Only legible **handwritten** homework will be accepted. Typewritten or computer prepared homework will not be accepted. Do not abbreviate words in answers you provide.

You should be learning what all the choices mean, not merely the choice that is being asked for by the question. The questions are the motivation for learning the terms and ideas.

The answers the text authors want you to give are usually verbatim from the text. Occasionally, one concept is a subset of another concept. When reading the question that wants the subset concept, check the exact wording in the text to get the text's answer. The goal is to be able to distinguish between concepts.

Check your answers against the web site solutions before turning them in!

The Homework Answers also sometimes provide additional information about a question not given in the text. Occasionally, the answer given by the author is not general enough.

I will check that you made a good faith effort in answering each question, but I will not write corrections on your homework papers since the answers will be posted on the course web site.

Label the Figure: You do not need to draw or duplicate the figure! Make a list of the label numbers. Write the label next to the appropriate label number. You may use multiple columns on your paper.

True/False: Write the question number. Beside each question number, write T or F.

Sometimes the questions are trick questions. If a question is true, the supplied answer is almost verbatim copied from some portion of the text. Occasionally, one or two words are changed to create a false statement. Another trick question format is to make a statement that is true as far as it goes, but it is not the whole truth. Chapter 5 Question 5 is an example.

Multiple Choice: List the item number and write the matching letter beside it.

Matching: List the item number and write the matching letter beside it.

Short Answer: Many of the Short Answer questions have several parts. Call the first part "A"; call the second part "B"; call the third part "C"; etc. When this is true, answer each part separately.

Print the part of the question with the corresponding answer following immediately after that part of the question.

Each part of a question deserves at least one complete sentence, and sometimes more. If you write more than 4 sentences for a part of a question, you have gone beyond what I intended.

When asked to compare items, write the definition of each item.

When asked how some things are different, define each item. Include in the definition those fundamental concepts that characterize each item that makes it different from other items.

Be careful to answer the question that is asked. Different kinds of basic questions: who, what, where, when, why, how, how many, what for. Answer a “what” question with a “what” answer. Answer a “what for” question with a “what for” answer. Answer a “how” question with a “how” answer. Etc.