

Homework Policy and Format

COS 335

The following guidelines address some policy issues and some formatting issues. The formatting guidelines are designed to make our TA's job easier. Remember that it's in your best interest to have a happy TA!

Homework Policy

1. Homework is due at the start of class on the stated due date. Assignments submitted later in the day are considered late. The reason that "start of class" is specified is that you should NOT skip class rushing to finish a homework assignment. If you have good reason to request an extension to complete an assignment, please contact me before the assignment is due.
2. Homework assignments will be accepted with a late penalty of 20% (2 points) for one week after the original due date. No credit will be given after that date. Breaks are not count in the late computation; e.g., if an assignment is due Thursday before spring break you have until Thursday following break to submit for credit.
3. Homework should not be submitted in parts; in other words do not submit part of the homework on the due date and the remainder later in the week. Only the first submission will be graded.
4. Paper submissions are preferred, but email is acceptable if you are unable to attend class and the email submission conforms to guideline #5 below. For email submissions the sending server's datestamp is the effective date of submission. You may also drop off paper submissions in my mailbox at the CS Dept Office.
5. Emailed assignments must consist of a single word processor document or PDF. Email submissions consisting of multiple documents and/or image files will not be accepted. If you submit by email please give me a paper copy next class. **The filename used for emailed assignments should include your name and the assignment number; for example SmithJ-HW3.doc.** Please don't send documents with names like "homework.doc."

Homework Format

1. Please use a cover sheet showing your name, the assignment number, the due date and the actual date submitted, in the upper part of the sheet.
2. Handwritten answers are acceptable for exercises that do not involve writing a program but word processor documents are preferred. Don't forget the spelling checker!
3. Questions should be clearly labeled with the question number and should be in the same order as the assignment.
4. Please staple your work securely. We are not responsible for lost pages of loose submissions.
5. Whenever program code is submitted, it must be printed and not handwritten.
6. Any program code should be printed in a small monospaced font such as **Courier New 10pt (this font)** or **Lucida Console 9 pt (this font)**.