

## Team Homework Guidelines

Math 116-017, Rafe Kinsey, Winter 2012

Meet at least twice during the week. Before the first meeting, try to get as far as you can individually on each of the problems in the set. The major amount of the work should be accomplished at the first meeting. Each person on the team should come to the first meeting with some idea of how to start each problem or at least an idea of some questions to ask others in the group.

Remember that each week you will rotate roles. Everyone should do each role at least once.

Before the second meeting, the Scribe<sup>1</sup> should write a rough draft of the homework report that will actually be submitted. During this meeting, the team should help to refine the draft so that the finished report will be polished and an acceptable representation for the group.

When the homework is due, **one** set of the solutions (typed or written very neatly) should be submitted **at the beginning of the class period**. The solutions should be written by the Scribe, and accompanied by a cover sheet written by the Reporter. Both the solutions and the cover sheet should be neat and legible, and should be written **with attention to clear and correct English**. Your homework should be **stapled** before class. No late or partial solution sets will be accepted.

### Reporter's cover sheet should include:

- Dates and times of your meetings.
- Each member's participation, including what roles they served..
- Comments on how the group worked together.
- Relevant comments you may want to include regarding the course or the assignment in general. You might want to discuss how you went about solving certain problems, what you found easy, and what you found hard.

### Scribe's report should:

- Be written as if it is an explanation to another **student** (i.e., don't assume the reader will fill in between the lines).
- Include a paraphrase of the problem.
- Clearly define functions and variables, using units where appropriate.
- Be typed (or neatly written) using complete sentences, even when formulas or symbols are involved.
- State the conclusion clearly and include any appropriate interpretations or justifications.
- Be presented in an effective way for communicating efficiently. Use appropriate modes of representation (e.g., charts, graphs, formulas), write formulas so that there is enough white space for them to be easily read, and be concise.

Suggestions and examples for how to write team homework are available from a link on the course web page.

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<sup>1</sup> See course student guide for the roles for team homework.