

Student Work Guidelines

All student work turned in for a grade must meet the following criteria. Assignments which are turned in on time, but not in this format, will be returned without a grade until they are re-written.

All work should be turned in on regular-size, 8 1/2 x 11 notebook paper. Work should be done in pencil, black or blue ink only. Typewritten assignments will also be accepted.

In the upper right-hand corner of every assignment, you must include your name (first and last), your period and the date. Across the top of the sheet, please give the assignment title. In the left-hand margin, list page and question numbers. You do not need to re-write book questions; however, you must answer questions in complete sentences.

Sample:

	Bobby Cooley Period 4 8/22/08
Homework #1	
Pg. 495	
Q1. Yes, history class is the most exciting on campus!	
Q2. Mrs. Sterdt is very particular about the appropriate way to present an assignment. It should be clean, neat, well-organized and easy to read.	