ME 202
Engineering Mechanics
Guide for Written Homework

Purpose

If you submit a paper with no work other than the correct answer, your score will be 25 out of a possible 100. The purpose of your written homework is not merely to show the correct answers. (We can find the answers without your help.) The purpose is to convince us that you understand how to solve the problem. To do that, you must tell the story of the solution. Show your work.

Requirements

To receive full credit, your paper must have the following attributes.
1. Be submitted on time.
2. Be legible.
3. Present steps in logical order.
4. Show a complete sequence of steps.
5. Be technically correct.

Timely Submission

The score of each late homework paper will be multiplied by the appropriate penalty factor in the table below.

<table>
<thead>
<tr>
<th>Hours Late</th>
<th>Penalty Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 0 and &lt; 24</td>
<td>0.75</td>
</tr>
<tr>
<td>&gt; 24 and &lt; 48</td>
<td>0.50</td>
</tr>
<tr>
<td>&gt; 48 and &lt; 72</td>
<td>0.25</td>
</tr>
<tr>
<td>&gt; 72</td>
<td>0</td>
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</tbody>
</table>
Legibility

You will not receive credit for anything that is illegible. (Should you receive credit for something that is invisible? Is there a meaningful difference between “illegible” and “invisible?”)

To produce a legible paper, you may have to print it, copy it multiple times, type it, etc.

Logical Order

If one step in your solution cannot be completed without the result from another step, then that other step should appear before the one step in your paper. If you have all the steps written but they are out of order, then you must either rewrite your paper with the steps in logical order, or number (letter?) the steps to show the logical order. If you number the steps, use a commonly understood system (no esoteric system, e.g. Klingon).

Completeness

If a step in your solution does not follow directly from the previous step, you must indicate what else is needed to bridge the gap. You could do this by inserting another step, or you could do it by inserting words. (For example, “From the previous step and the Pythagorean theorem, it follows that ....”)

Perfect Score

Achieving a perfect score requires correct execution of all those legible, logically organized steps referred to above. Points will be deducted for technical errors.
Summary

Tell the story, the whole story and nothing but the story, legibly and in a logical sequence.

Be technically accurate.