

MATH ASSIGNMENT CHECKLIST

Step 1: Read through the assignment and understand the questions (5%)

- Read the questions early to prime your brain.
- Estimate the range of tested material to reduce the chance of getting stuck.
- Choose points of focus during the lecture.

Step 2: Gather relevant materials and review (15%)

- Study the lecture notes and/or videos, textbook sections to familiarize yourself with them.

Step 3: Solve questions and get help as needed (70%)

- Attempt to solve every question at least for a few minutes. If you cannot solve one, move on and return later.
- Solve all easy problems first to gauge the time as one hard question may take twice as long.
- When you are stuck, review the material or give yourself some break before attempting again.
- Keep track of unsolved questions and the stages you are stuck at.
- Bring your work in progress to the office hours so that the instructor or TA can help you better.
- Seek help early.

Step 4: Check your solutions (10%)

- Spend some time away from your work before checking.
- Focus on how you communicated your work, and not just on the final answer.
- Cite any external sources that you used in your work, including the work completed with others (if collaboration was permitted).

Step 5: Review marked assignments (occurs after submission)

- Review both correct and incorrect answers. There are often multiple approaches to a problem, and if your approach and that of the solution differ, learn the difference so that you can apply them next time.