

MATH 1310, CLS: Individual Homework and Mini/Term Project Guidelines and Information

(a) Guidelines for ALL assignments

It is expected that you will adhere to the following guidelines on Individual homework, Mini Projects, and your Term Project:

- The finished product should be neat, organized, legible, and STAPLED.
- Each solution should be written as though students in this course are the audience. In particular:
 - Define your variables and functions precisely (specify units where appropriate).
 - Include neat, clearly labeled graphs and tables whenever you possibly can.
- Answers should be written in complete sentences. (It's okay for complete sentences to contain mathematical symbols, equations, etc. For example, $x=3$ is a complete sentence!!)
- All assignments MUST be submitted at the *beginning* of the class period on the due date.

(b) Special instructions for Individual homework

When it's due and some grading details:

- Individual homework will be due once every week, except that *no homework will be due on exam weeks*.
- Each Individual homework assignment will be graded out of 20 points.
- Late Individual homework assignments will not be accepted.
- Your lowest two Individual homework grades will be dropped.

Individual homework rules:

- You are welcome, and in fact encouraged, to discuss Individual homework problems with classmates. But what you submit needs to reflect your own understanding of the assignment, and must be written by you, in your own words.
- Please write your name, your instructor's name, the date, the assignment number, and your section number on your assignment.

(c) Special instructions for Mini Projects and the Term Project

When they're due and some grading details:

- Three Mini Projects will be due, at various points during the first half or so of the semester.
- Your Term Project will be due in two parts, with the first part due a bit after mid-semester, and the second near the end of the semester.
- Each Mini Project, and each part of your Term Project, will be graded out of 20 points.
- The two parts of your Term Project are as follows:
 - Part A: a proposal;
 - Part B: the final version.
- Late Mini Project/Term Project assignments will not be accepted.
- No Mini Project/Term Project grades will be dropped.

Mini Project/Term Project rules:

- You will work on Mini/Term Projects in **teams of up to 3 students** (including you). Teams will be designated during the first week of classes, and may be re-organized later in the semester.
- Each week, you will need to choose, for your team, a **scribe** and a **reporter**.
- The **scribe's** responsibility is to write up the team's work NICELY, according to the guidelines set forth in item (a) above.
- The **reporter's** responsibility is to create a cover sheet that includes the following:
 1. The assignment number (e.g. "Mini Project #2" or "Term Project Part B"), due date, and names of the team members.
 2. Each member's participation -- who the scribe was, who the reporter was, to what extent the various members contributed to the problems, etc.
 3. Comments on how the group worked together.
 4. Additional comments the reporter may want to include regarding the course or assignment in general.
- If you hand in a Mini Project without a cover sheet, your team **will** be docked a point or two!!!

Some additional advice on Mini/Term Projects:

Successful teams meet (meetings can be virtual; you choose) several times for each team assignment.

Before the first meeting, all team members should have reviewed the assignment thoroughly. Each team member should come to the first meeting prepared with some questions to ask others in the group. By the end of the first meeting, it's **essential** that everyone in the group have a firm understanding of the division of labor. That is: who will be responsible for which parts of the project, and by when should things be completed?

Of course, ultimately, everyone on a team is responsible for all parts of the project (since everyone on a team will get the same grade for that project). But it's often a good idea to have different group members take the "lead" on different parts of the project. The lead can, and should, consult with the group frequently. But it will be the responsibility of the leads to make sure that their assigned parts of the project get *done*.

Subsequent meetings should be used to make sure that all of the various parts are complete and fit together nicely, and to wrap everything up into a polished, finished project that meets the approval of everyone in the group.