1. **Submit projects electronically.** All projects are submitted electronically. Send a note to me trturner@uco.edu. Attach your project as specified below to the note you submit to me. Projects are due at the beginning of class on the date given in the course administration.

   Subject: Make the subject *CRN-last name-first name-pid*. For example, if your name is **Alan Turing**, you are enrolled in CRN **00000**, and you are submitting project **p01**, the subject line should be **00000-Turing-Alan-p01.**

2. **Project documentation.** Project documentation consists of two parts in a single Microsoft Word (c) document. Only Microsoft Word Version 2007 documents are accepted. The first part is the **Cover page** and the second part is a **listing of all the files** employed to create the project.

   2.1. **Cover page:** The first page of your project is the cover page. There are two cover page templates, one for 30-point projects and one for 50-projects. Projects p01, p03, p03, p04, and p05 are 30-point projects. Project p06 and p07 are 50-point projects. Download and complete the author identification block in the appropriate cover page template. Please find hyperlinks on the course web page for **the 30-Point Cover Page Template** and the **50-Point Cover Page Template.** Do not complete the section where your score is tabulated.

      Author Identification Block:
      1. **Author:** Type your name in the right column of the row labeled **Author:**. Also, change the name, **Ms. Petunia Perfect**, in the header of the cover page to **your name**.
      2. **Student ID:** Type your student identification number in the right column of the row labeled **Student ID:.**
      3. **E-Mail:** Type your e-mail address in the right column of the row labeled **E-Mail:**.
      4. **Course:** Type the course prefix, number, and title of the course in which you are enrolled in the right column of the row labeled **Course:.** If your are enrolled in **CMSC 1613 – Programming I** then enter that in the right column of the row labeled **Course:**.
      5. **CRN:** Type the **CRN**, **semester**, and **year** of the course in which you are enrolled in the right column of the row labeled **CRN:**. For example, if you are enrolled in CRN 12345 in the spring of 2011 then type **12345, Spring, 2011** in the right column of the row labeled **Course:**.
      6. **Project:** Type the project identification of the project you are submitting in the right column of the row labeled **Project:**. For example, if you are submitting project **p01** then enter **p01** in the right column of the row labeled **Project:**.
      7. **Due:** Type the date that the project is due in the right column of the row labeled **Due:**. For example, if you are submitting project p01 and it is due **February 1, 2011** then enter **February 1, 2011** in the right column of the row labeled **Due:**.
      8. **Account:** Type the account identification of your student account where you tested your project in the right column of the row labeled **Account:**. For example, if your account identification is **tt001**, then enter **tt001** in the right column of the row labeled **Account:**.

File name: Make the name of the file containing your cover sheet *CRN-last name-first name-pid*.**docx**. For example if your name is **Alan Turing**, you are enrolled in CRN **00000**, and you are submitting project **p01**, the name of your file containing the cover sheet is **00000-Turing-Alan-p01.docx.**

2.2. **Listings:** The second part of your project documentation is a listing of all the files used to create the project. For example, project **p01** consists of file **p01.cpp**, **List01.h**, **List01.cpp**, and **p01make**.

    2.2.1.**New Section for each file**. Each file begins in a new section. Select tab Page Layout. Select the drop-down list labeled Breaks. Select Next Page under the Section Breaks list.

    2.2.2.**New Header for each section.** Double-click the header and make sure that the header of the new section is **NOT** linked to the previous section.

    2.2.3.**File name in the Header.** Change the file name in the header to be the name of the file in the section. The file name is in the second row aligned to the right margin of the document.

Notes:

1. Source files for all projects are stored on the department computer, **cs.uco.edu**, in the root directory (folder) of your student account. A score of *zero* (*0*) will be assigned to any project for which all the source files are not available to your instructor in the in the root directory of your student account.

2. The source files on your computer are the basis for your score. If, for example, you represent to me that your project compiled and executed without error and I am unable to compile your project source without error, then I will assign a score of **zero** (*0*) to your project.

3. I will be happy to offer advice on any project ***before*** it is due. I will be happy to check any project ***before*** it is due. After the project has been submitted there will be *no* opportunity to correct errors.

4. A project that fails to compile will be assigned a score of *zero* (*0*).