

1. Recommendation: Download the Assignment Template for partners or for individuals, and carefully change header, the author identification block, the scoring block, and the exercises for the assignment you complete. Templates are given on the course website (<http://cs2.uco.edu/~trt/cs2833.html>) for each of the ten (10) assignments. Templates for both individuals and partners are provided. You can view the templates in their pdf version or download them in the Microsoft Word © document version. For example, the templates for assignment a01 are:
 - Assignment a01 individual template, pdf version, <http://cs2.uco.edu/~trt/cs2833/a01%20Individual.pdf>
 - Assignment a01 individual template, Microsoft Word © version, <http://cs2.uco.edu/~trt/cs2833/a01%20Individual.docx>
 - Assignment a01 partner template, pdf version, <http://cs2.uco.edu/~trt/cs2833/a01%20Partner.pdf>
 - Assignment a01 partner template, Microsoft Word © version, <http://cs2.uco.edu/~trt/cs2833/a01%20Partner.docx>
2. Preparation.
 - 2.1. **E-Mail Address:** A team must submit a completed exercise by sending it to your instructor's e-mail address, trturner@uco.edu, so that it is received before the beginning of class.
 - 2.2. Subject:
 - 2.2.1. **Partnerships:** If you have a partner, the subject of your note containing your submission must have the form *CRN-author1-author2-assignment*. For example, if the team consisting of Ms. Fiona **Faultless** and Ms. Petunia **Perfect**, enrolled in section CRN **21389**, submits answers for the exercises given in assignment **1**, the subject would be **21389-Faultless-Perfect-a01**. Please note that only the **last names** are used and names are given in **alphabetical** order.
 - 2.2.2. **Individuals:** If you do not have a partner, the subject of your not containing your submission must have the form *CRN-last name-first name-assignment*. For example, if your name is Alan Turing, and you are enrolled in section CRN 21389, and you are submitting answers for the exercises given in assignment **1**, the subject would be **21389-Turing-Alan-a01**.
 - 2.3. **Microsoft Word © 2007:** The completed exercise must be typed on a Microsoft Word © version 2007 or later document.
 - 2.4. **File Name:**
 - 2.4.1. **Partnerships:** If you have a partner, the name of the document is similar to the subject and must have the form *CRN-author1-author2-assignment.docx*. For example, if the team consisting of Ms. Fiona **Faultless** and Ms. Petunia **Perfect**, enrolled in section CRN **21389**, submits an answer for assignment **1**, the file name of their document would be **21389-Faultless-Perfect-a01.docx**. The team must attach their document to the note sent to your instructor.
 - 2.4.2. **Individuals:** If you do not have a partner, the name of the document is similar to the subject and must have the form *CRN-last name-first name-assignment.docx*. For example, if your name is Alan Turing, and you are enrolled in section CRN 21389, and you are submitting answers for the exercises given in assignment **1**, the file name of your document would be **21389-Turing-Alan-a01.docx**.
3. Document containing the assignment
 - 3.1. **Header:** The document must have a two line header similar to the example given below.

- 3.1.1. **Header, Top line, left column:** Put the course prefix and number left justified in this position. Put CMSC 2833 in this position.
- 3.1.2. **Header, Top line, middle column:** Put the page numbers on which the exercises are found.
- 3.1.3. **Header, Top line, right column:** Put the assignment and its number, for example **Assignment a01**.
- 3.1.4. **Header, Second line, left column:** Put the course title, **Computer Organization I**, in this position.
- 3.1.5. **Header, Second line, middle column:** Put the number of the assigned exercises in this position.
- 3.1.6. **Header, Second line, right column:** Insert the page number in this position using the format **Page x of y** where *x* is the current page number and *y* is the total number of pages in the document.

3.2. **Team Identification Block:**

- 3.2.1. **Partnerships:** If you have a partner, both authors must be identified in a team identification block that appears on the first page of the document submitted as shown in the example below.

Team Identification Block

Author 1:	Ms. Fiona Faultless
Student ID 1:	*00000001
E-Mail 1:	ffaultless@uco.edu
CRN 1:	15437 Autumn 2020
Author 2:	Ms. Petunia Perfect
Student ID 2:	*00000000
E-Mail 2:	pperfect@uco.edu
CRN 2:	13097 Autumn 2020
Course:	CMSC 2833 – Computer Organization I
Assignment:	a01
Due:	August 20, 2020

- 3.2.2. **Individuals:** If you do not have a partner, you must include an author identification block patterned after the one shown below at the top of the first page of your submission.

Author Identification Block

Author:	Mr. Alan Turing
Student ID:	*00000001
E-Mail:	aturing@uco.edu
Course:	CMSC 2833 – Computer Organization I
CRN:	13097 Autumn 2020
Assignment:	a01
Due:	August 20, 2020

- 3.3. **Scoring Block:** A single scoring block for all members of the team must appear immediately after the Team Identification Block. An example of a scoring block is shown below.

- 3.3.1. **Exercise numbers.** Enter the actual exercise number in the scoring block in the column labeled **Exercise**. For example, if the assignment specified exercises 2, 4, 6, 8, and 10 enter those numbers in the Exercise column as shown.
- 3.3.2. **Maximum.** In the column labeled **Maximum** enter a 3 for each of the five exercises assigned.
- 3.3.3. **Earned.** In the column labeled **Earned** enter a 3 for each of the five exercises assigned.

3.3.4.**Total.** Enter a **15** in the bottom cell of the columns labeled **Maximum** and **Earned**.

Scoring block			
Exercise	Maximum	Earned	Explanation
2	3	3	
4	3	3	
6	3	3	
8	3	3	
10	3	3	
Total	15	15	

3.4. **Exercise and Solution:** Both the original exercise and a solution must appear in the submission.

3.4.1. You are required to copy the exercise exactly as it appears in the text.

3.4.2. You are required to employ the **Microsoft Equation Editor** to format any mathematical expressions that appear in the exercise.

3.4.3. You are required to submit a solution directly after the exercise. An **answer** to the exercise is **not satisfactory**. The difference between an answer and a solution is that a solution contains an **explanation** of how the answer was derived.

3.4.4. Hand drawn diagrams are not accepted. You must use Microsoft Visio, the drawing editor in Microsoft Word, or other drawing tool that produces diagrams that can be inserted into Microsoft Word documents.