

1. Recommendation: Download the Assignment Template, <http://cs2.uco.edu/~trt/cs3833/AssignmentTemplate.docx>, and carefully change header, the author identification block, the scoring block, and the exercises for the assignment you complete.
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. **Teams:** 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 **11404**, submits answers for the exercises given in assignment **1**, the subject would be **11404-Faultless-Perfect-a01**. Please note that only the **last names** are used and names are given in **alphabetical** order.

If your team consists of members from different sections – different CRNs, then choose one of the CRNs. For example, if your team consists of Petunia Perfect enrolled in CRN **11404** and Fiona Faultless enrolled in CRN **15247** then the acceptable alternatives for the subject line are:

11404-Faultless-Perfect-a01
15427-Faultless-Perfect-a01

- 2.2.2. **Individuals:** The subject of your note containing your submission must have the form *CRN-lastname-firstname-assignment*. For example, if Ms. Fiona **Faultless** enrolled in section CRN **11404**, submits answers for the exercises given in assignment **1**, the subject would be **11404-Faultless-Fiona-a01**

- 2.3. **Microsoft Word © 2015:** The completed exercise must be typed on a Microsoft Word © version 2007 or later document.

- 2.4. **File Name:**

- 2.4.1. **Teams:** 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 **11404**, submits an answer for assignment **1**, the file name of their document would be **11404-Faultless-Perfect-a01.docx**. The team must attach their document to the note sent to your instructor.

If your team consists of members from different sections – different CRNs, then choose one of the CRNs. For example, if your team consists of Petunia Perfect enrolled in CRN **11404** and Fiona Faultless enrolled in CRN **15247** then the acceptable alternatives for the file name are:

11404-Faultless-Perfect-a01.docx
15427-Faultless-Perfect-a01.docx

- 2.4.2. **Individuals:** The file name of the document containing your submission must have the form *CRN-lastname-firstname-assignment*. For example, if Ms. Fiona **Faultless** enrolled in section CRN **11404**, submits answers for the exercises given in assignment **1**, the file name would be **11404-Faultless-Fiona-a01.docx**

3. Document containing the assignment

3.1. **Header:** The document must have a two line header similar to the example given below.

CMSC 3833	p. 117 – 127	Assignment a01
Computer Organization II	1,3,4,6,7	Page 2 of 3

3.1.1. **Header, Top line, left column:** Put the course prefix and number left justified in this position. Put CMSC 3833 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 II**, 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:** 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:	*00000001
E-Mail:	ffaultless@uco.edu
CRN:	11404 Autumn 2015
Author 2:	Ms. Petunia Perfect
Student ID:	*00000000
CRN:	11247 Autumn 2015
E-Mail:	pperfect@uco.edu
CRN:	11404 Autumn 2015
Course:	CMSC 3833 – Computer Organization II
Assignment:	a01
Due:	August 24, 2015

3.3. **Author Identification Block:** If you are a single contributor and do not have a partner, you must submit your assignments using the author identification block in the example below.

Author Identification Block

Author:	Ms. Fiona Faultless
Student ID:	*00000001
E-Mail:	ffaultless@uco.edu
CRN:	11404 Autumn 2015
Course:	CMSC 3833 – Computer Organization II
CRN:	11404 Autumn 2015
Assignment:	a01
Due:	August 24, 2015

3.4. **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.

3.4.1. **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.

3.4.2. **Maximum.** In the column labeled **Maximum** enter a 3 for each of the five exercises assigned.

3.4.3. **Earned.** In the column labeled **Earned** enter a 3 for each of the five exercises assigned.

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

Scoring block			
Exercise	Maximum	Earned	Explanation
2	6	6	
4	6	6	
6	6	6	
8	6	6	
10	6	6	
Total	30	30	

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

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

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

3.5.3. 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.

3.5.4. 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.