

1. **Template:** Download the appropriate assignment template. There are ten (10) assignment templates labeled **a01.docx – a10.docx**.
2. **Electronic submission:** Submit the assignment electronically. Send a note to trturner@uco.edu.
 - 2.1. **Subject:** The subject of the note should be *your CRN-last name1-last name2-axx*. Last names must be alphabetized. For example, if your team consists of Edsger **Dijkstra** and Alan **Turing** and you are enrolled in CRN **00000**, and you are submitting assignment **a01**, the subject line should be **00000-Dijkstra-Turing-a01**.

If you and your partner are not enrolled in the same section – the same CRN – then you may use either CRN but not both CRNs. For example, if your team consists of Edsger **Dijkstra** and Alan **Turing** and you, Edsger, are enrolled in CRN **00000**, and your partner, Alan, is enrolled in CRN **00001**, and you are submitting assignment **a01**, the subject line can be one of the following:

00000-Dijkstra-Turing-a01
00001-Dijkstra-Turing-a01

If you are submitting your assignment without a partner, the subject of your note should be *your CRN-last name-first name-axx*. For example if you are **Edgser Dijksta**, and you are enrolled in CRN **00000**, and you are submitting assignment **a01**, the subject line should be **00000-Dijkstra-Edgser-a01**.

- 2.2. **File Name:** The name of the file containing your solutions should be *CRN-last-name1-last-name2-axx.docx*. Last names must be alphabetized. For example, if your team consists of Edsger **Dijkstra** and Alan **Turing** and you are enrolled in CRN **00000**, and you are submitting assignment **a01**, the file name of your attachment should be **00000-Dijkstra-Turing-a01.docx**. Attach the file containing your assignment to the note you send to me. Be sure to place the names in alphabetical order.

If you and your partner are not enrolled in the same section – the same CRN – then you may use either CRN but not both CRNs. For example, if your team consists of Edsger **Dijkstra** and Alan **Turing** and you, Edsger, are enrolled in CRN **00000**, and your partner, Alan, is enrolled in CRN **00001**, and you are submitting assignment **a01**, the file name can be one of the following:

00000-Dijkstra-Turing-a01.docx
00001-Dijkstra-Turing-a01.docx

If you are submitting your assignment without a partner, the file name containing your solutions of your note should be *your CRN-last-name-first-name-axx.docx*. For example if you are **Edgser Dijksta**, and you are enrolled in CRN **00000**, and you are submitting assignment **a01**, the file name should be **00000-Dijkstra-Edgser-a01.docx**. Attach the file containing your assignment to the note you send to me.

3. **Copy the exercise:** Copy the exercise exactly from the text. Omit no detail. Include all figures or diagrams. Retain the number of the exercise.
4. **Solution placement:** Place the solution directly after the exercise.
5. **Solutions, not answers:** Write a solution to the exercise that includes all intermediate results and justification for the process by which you found the answer.