Since this is a course in computational mathematics, there will be several programming projects. **All projects must be written using Maple as the programming language.**

1. Projects should be viewed as though they are **assigned by a supervisor on the job and needed to fulfill a contract with one of the company's customers**. Thus, projects should be taken as seriously as they would in the workplace.

2. Because of Item (1), all programs submitted must run error-free and produce accurate results for the problem being solved. Programs failing to meet these criteria will be returned to the team with a *very* low score.

3. Answers to questions should be entered in Text mode (use Maple's $\boxed{\text{T}}$ button) and should be detailed, comprehensible, and use proper sentence and grammar structure.

4. Ample time will be given to complete each project. Begin the projects immediately after they're assigned — **do NOT wait until a few days before it is due!** If you seek my help a day or two before the due date or if the program is full of errors, I may elect not to help until your team has made a better effort. It is the team's responsibility to work together and give its best effort to submit a well written, professional looking project that gives accurate results.

5. **Project Teams:** Since most projects completed in the workplace are team efforts, one purpose of these projects is to develop teamworking skills. Thus, **projects must be worked in teams of 4** (exceptions to be decided by the professor).

   (a) Members from different teams are not allowed to collaborate. Doing so will be treated as cheating and members from both teams may receive a zero grade on the project and the incident may be reported to the university Provost for further disciplinary action.

   (b) Team members should work together and cooperate to complete the project on time. Each team member should contribute equally and fairly to the **entire** project. If a member does not, the other members may remove that individual from the team. The team must inform **both** me **and that member** immediately in writing.

   (c) If a member does not contribute equally and fairly toward completing the project, based on the testimony of the other members of that team, or if the professor suspects that a student has not contributed fairly toward completing a project (one example would be a student with several absences), then that student may receive a zero grade on the project, and the professor may require that student to complete subsequent and more difficult projects alone for failing or refusing to work with others.

   (d) Each team member is responsible for the project submitted by the team. **Each team member is therefore responsible for proofreading the entire project before it is submitted.**

   (e) Under some circumstances teams might be formed or changed by the professor.

6. If you come to me for help, you **must** bring the **most recent copy** of the program on a USB (thumb) drive or in hardcopy.

7. **Cover Page:** Each submitted project must have a **typed title page** stating the project number, the names of the team members listed by course time period, and include the phrases: "MATH-305 Numerical Methods & Matrices", "Submitted to Dr. TeBeest", and the due date. Each team member **must sign** the title page next to his/her typed name indicating that he or she contributed equally and fairly toward completing the entire. Also staple the Project Assignment pages after the cover page.

8. I will not pre-check your project for accuracy or completeness. That is the responsibility of each team member.

Since these projects help develop teamworking skills, it is imperative that team members cooperate, communicate, and learn to work together just as in the workplace. Breaking into smaller groups is not an option, nor is dividing the project into components with some members of the team working on part of the project and the rest of the team work on the remainder. Doing so will subject the students involved to academic discipline.