Since this is a course in computational mathematics, there will be several programming assignments using Maple as the programming language.

1. **IN A NUTSHELL:** These should be viewed as though they are assigned by a company supervisor 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. If you would be embarrassed to submit your project to a work supervisor, you should also be embarrassed to submit it to me.

2. Because of Item (1), your program must run error-free and produce accurate results for the problem being solved.

3. **Cover Page:** Your project must have a typed cover page stating: 1) the project number, 2) the names of the team members listed by course time period, and 3) 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 testifying that he/she contributed equally and fairly toward completing the entire project. Also staple the Project Assignment pages between the cover page and your completed project.

4. Answers to questions should be entered in Text mode (use Maple's $T$ button in the toolbar) and should be specific, comprehensible, include units, and use proper sentence and grammar structure. (Review Item 1.)

5. Begin the projects immediately after they're assigned! If you seek my help but it is evident that you have put insufficient effort into the assignment, or if it the program has many 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.

6. **Teams & Teamwork:** Since most projects completed in the workplace are team efforts, one purpose of these projects is to develop teamworking skills.

   (a) Members from different teams are not allowed to collaborate. Doing so will subject both teams to academic discipline for cheating. See the section entitled “Academic Discipline” on page 3 of the course policy.

   (b) Each team member must contribute equally and fairly to the entire project. Dividing the project into segments with different members working on different segments is not acceptable. Each member shall work on and understand every component of each project.

   (c) If a member does not contribute equally and fairly toward completing the entire project, then the other members would be right to omit the individual’s name from the cover page. (In fact, including such a person’s name is fabrication—misrepresentation—and violates the University’s Code of Student Conduct.) The members must provide evidence to me (preferably forwarded emails) showing that they made efforts to include the individual(s).

   (d) If the professor believes that a student has not contributed fairly toward completing a project (such as a student with several absences or testimony of teammates), 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. Teamwork is required, so this is not a means to work alone.

   (e) 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.

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

7. 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.

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 regularly, and strive to work together just as in the workplace.