Assignment Submission Guideline

Description

This document describes best-practices for your assignment submission. Use this document as a general reference for all your assignments.

General Consideration

Compose clear and concise report, so that your work is shown explicitly.

- Use a layout that explicitly shows what you wanted to say[1].
    - Use a paragraph for one unit of text.
    - Use numbers for items that is done in sequence, e.g., steps of a task.
    - Use bullets for items that are equally important and not in sequence.
    - Use tables, figures, and graphs to clarify your idea.
- Verbosity causes frustration to readers and harms your score[2].
- Read your assignment and make sure that it is easily understandable.
- Run a spell checker before submission to fix the misspellings.

Format

1. On the first page:
    a. include assignment number, e.g., A01,
    b. include last names and matriculation numbers of your group members,
    c. begin with the content upfront, i.e., do not use a separate page as a cover page,
    d. and include page numbers.
2. File format: Adobe PDF
3. Page size: A4. See the description of each assignment for the page limits.
4. The assignment should be readable in gray scale.
5. Use sans-serif typeface family, e.g., Helvetica or Arial.
6. Font size must not be smaller than the following:

> (Helvetica Neue 10pt) We therefore ask that authors follow some simple guidelines.

7. Use this file name: `A01_lastname1_lastname2_lastname3.pdf`.

Submission

Submit one report per group before the due date through L[2]P under the "Exercise Course" section[3].

---

[1] Layout tips: http://teamlab.usc.edu/learn/creating.html

[2] The Elements of Style by Strunk & White can help you with the conciseness: http://www.bartleby.com/141/

[3] L2P manual for Exercise Course: https://www2.elearning.rwth-aachen.de/help/en/manual/exercisecourse_students/start

Example

Header: assignment number, page number

Section: Different font styles/ size are used to indicate the structure.

Body: Table, whitespace, and numbers are used to explain the content

Image: Interesting points are clearly labeled

Footer: member names (Note that our guideline recommends you to put this at the top of the first page.)

General Grading Scheme

Grade	Score	Rough description
1.0	100%	
1.3	100%	Exceptional work that clearly went above and beyond what was expected from the exercise
1.7	100%	
2.0	70%	Exercise was completed satisfactorily according to the assignment specification
3.0	50%	Exercise was completed, but has some problems
4.0	0%	Incomplete exercise
5.0	0%	Little or no effort was put into the exercise

Late assignments will be graded with a penalty of one grade step per 24 hour period after the due date.