

# The Prescribed Format for Assignment Cover Sheets

Please enclose your weekly assignments in a cover sheet using the following format.

- Use 8.5" x 11" paper.
- Fold the paper once along the vertical axis of symmetry.
- Provide the indicated information in the table format suggested in the sample below.
- Identify the assigned tasks in the "Assigned" column; place check marks ( $\checkmark$ ) in the "Worked" column opposite those tasks you performed successfully; place check marks in the "Tried" column opposite those tasks you attempted but did not complete to your satisfaction. If you completed all the tasks successfully, you may simply write "All" in the "Worked" column. Remember that written solutions are submitted only for those items in parentheses "( )."
- Estimate the total amount of time you spent on the assignment.
- Place comments as you see fit in the space below the table.
- *The view below shows your paper after it has been folded along its vertical axis of symmetry.*

MATH xyz-abc Assignment #p	Name Date		
Assigned	Worked	Tried	
Read Section x.y Exercise Set x.y: 1-9 odd, (4), (12), (20)	$\checkmark$ all		
Read Section x.z Exercise Set x.z: 1-15 odd (10), (26)	$\checkmark$ All except 26		26
Time Spent: 4 hours			
<i>Any comments go here.</i>			