

CALCULUS FINAL PROJECT

Mathematics Report Guidelines

1. Before beginning, ***REREAD*** your original letter!!!!!!!!!!!!
2. Create a detailed, word processed report of the mathematical solution of your problem.
3. The title page should include the following:
 - Top of page: Name of the company you are working for; Title of your project
 - Middle of page: An appropriate graphic
 - Bottom of Page: Your full names, title of your company, and the date.
 - Some color is highly recommended.

Overview

4. Briefly summarize in paragraph form the background of this project and why it is being undertaken.
5. Avoid personal pronouns (I, we, they). Write in a professional, third person tone. (Example: "Calculus Consultants Inc. was hired to . . ." NOT "We were hired to . . .")
6. Create a bulleted list of all items you were asked to find.
7. Create a list of all given information including diagrams. Also include any established formulas that are pertinent to the problem.

Problem Solutions

8. Clearly identify each part of the solution with a boldfaced, underlined heading.
9. Show every step of the mathematical solution of each part of the problem.
10. Separate each part of the problem solution with several blank lines OR start each major part on a new page.
11. Diagrams should be repeatedly used with each individual problem solution to which they apply. Do not assume the reader has memorized a diagram after seeing it once.
12. All mathematical equations should be typed. Math expressions should be aligned at the left edge or be set to align the equal signs. Do NOT center equations!
13. Try to create all diagrams with technology—calculator, Sketchup, CAD, drawing tools. If you cannot create a needed diagram, ask Mrs. Meyer if you may include a hand-drawn diagram.

Project Summary

14. At the end, summarize all of your conclusions in a bulleted list and give any needed recommendations.

General Guidelines

15. Careful use of color to highlight section changes, key concepts or final solutions is recommended.

Names _____

Project Title _____

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	Points Possible	Points Received
Title page		
Name of hiring company	2	_____
Creative title of Project	2	_____
Names of presenters/Your company name	4	_____
Date of submission	2	_____
Interesting graphic	3	_____
Use of color	2	_____
Overview		
Description of situation/background information	5	_____
Known information—facts, formulas, diagrams	10	_____
Questions to be answered	10	_____
Problem Solutions (<i>See written comments on report</i>)	100	_____
Accurate, clearly & logically presented, accompanied by appropriate diagrams		
Project Summary --List of all key results, Conclusions/Recommendations	10	_____

Page Layout/Presentation

Appropriate space between each solution & major sections	5	_____
Headings clearly delineated by choice of font, color, boldface, etc.	5	_____
Solution clearly identified by use of color, highlight, or shape	5	_____
Consistent styling throughout the entire report	10	_____
Mathematics	20	_____
• written clearly & accurately		
• space between numbers & labels		
• left aligned or equal signs aligned—not centered!		
Writing style professional, 3 rd person	5	_____
Pictures/Diagrams—clarity, appropriateness, used repeatedly, If needed, to support mathematics	10	_____
Use of color to accent key topics/solutions	5	_____
Fonts—no more than 3 styles, appropriate size, READABILITY!!	5	_____
Grammar, spelling, & punctuation	10	_____
TEAMWORK —Partners worked TOGETHER to solve problems; both know & understand the mathematics; balanced contribution by each	20	_____
PROJECT TOTAL	250	_____