General instructions for all Minitab assignments as per syllabus:

**Minitab Homework Assignments**: Assignments are due at the beginning of class on the date indicated on your course schedule. Late assignments will not be accepted for any reason. Remember, you can miss one assignment and still receive all 80 homework points. You may NOT submit assignments electronically. You may NOT slide assignments under the office door. You may NOT place assignments in your instructor’s mail box.

Each homework submission must include, **in this order**:

1. **Typed** cover page with (a) your full name, (b) your instructor’s name, (c) your class time, (d) date, (e) the assignment number, and (f) the SIGNED statement: “As a member of the Ohio State University, I will not participate in or tolerate academic dishonesty. During the completion of this assignment, I have neither given nor received unauthorized assistance.” Your instructor may provide a formatted cover page on WebCT/Carmen for your use.

2. **Typed** responses to all questions (and/or a summary written as a professional report when indicated). Your grade depends not only on content, but also on construction. Be sure to use **clear, well-formed sentences and paragraphs**.

3. The **complete Minitab output** with no extraneous software commands. You must **annotate** the Minitab output, i.e., all values/information in the Minitab computer output referenced when answering the questions or writing your report must be highlighted, circled or otherwise clearly identified.

Example:

**Results for: Xr04-80.MTW**

```
MTB > Describe c1;
SUBC>   Mean;  Extraneous Commands – delete these
SUBC>   SMean;
SUBC>   StDeviation;
SUBC>   QOne;
SUBC>   Median;
SUBC>   QThree;
SUBC>   Minimum;
SUBC>   Maximum;
SUBC>   N;
SUBC>   NMissing.
```

```
Descriptive Statistics: Coffees

<table>
<thead>
<tr>
<th>Variable</th>
<th>N</th>
<th>N*</th>
<th>Mean</th>
<th>SE Mean</th>
<th>StDev</th>
<th>Minimum</th>
<th>Q1</th>
<th>Median</th>
<th>Q3</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffees</td>
<td>50</td>
<td>0</td>
<td>29913</td>
<td>1722</td>
<td>12174</td>
<td>3647</td>
<td>21133</td>
<td>30660</td>
<td>38284</td>
<td>62729</td>
</tr>
</tbody>
</table>
```

The complete Minitab output for the procedure used includes everything in the text box. The values highlighted are “annotated.” These would be numbers referenced in answering questions for the assignment and/or writing the summary report.