1.- Refer to your course syllabi for specific guidelines concerning laboratory work and laboratory reports. General guidelines:

- All the reports should be typed using a word processing system.
- The pages should be numbered. Use your word processor features
- The front page should not be numbered
- Include intermediate work as an appendix at the end of the report
- Tables and graphs should be done using a software package.
- If you were absent during the lab session, consult with me before submitting a lab report

2.- This course has 4 individual laboratory reports. Consult the course's Website for due dates.

3.- Failure to turn in the assigned reports by 5 pm on the due date will result in a penalization of a letter grade for each calendar day that the report is late. The ending of a calendar day is understood to be at 5 pm. Unscheduled campus closure due to weather conditions and other emergencies are the exception to this rule.

4.- All the students will start with 10 calendar late days. This means that you can turn in your lab reports for a combined value of 10 days before the penalization starts to apply. Consult your specific course syllabi for exceptions to this policy.

5.- I strongly suggest that you solve all the questions in the experimental guidelines, plot all the graphs and do all the work using the time allocated for the lab experiment. Reports that contain highly inaccurate data will be considered not satisfactory. A report with the correct data but poorly prepared or presented will also be considered non-satisfactory.

6.- Non-satisfactory reports will be given a grade of F (0 points)

7.- Students with unsatisfactory reports will be required to submit a new report together with the original report to remove the grade of F. This new report will have to be resubmitted not later than 1 week after the due date of the original report.
8.- All lab reports will be promptly returned by the instructor with written feedback and graded.

9.- All students can submit amended lab reports if they desire to increase the grade of that lab report. In this case, this new report will have to be resubmitted not later than 1 week after the due date of the original report.

10.- Reports will also be evaluated for professional presentation.

**Format for a Laboratory Report:**

- Title Page, name, date, etc. Use standard format
- Table of Contents
- Introduction: Describe *using your own words* what the experiment tries to show, what are the goals of the experiment, why do you think it has been included in the course
- Experiment development and results. Include answers to the questions in the manual, theoretical calculations, results, graphs, etc.
- Conclusion and discussion. Summarize the experiment. Discuss the results obtained. Discuss what you learned. Discuss the problems that you had while doing the experiment. Comment on what you think about the experiment: was good, bad, too long, too short... **This is a very important part for the instructor to know the level of understanding that you have achieved in that experimental work**
- Appendix(es). Add everything that you think is needed, but cannot fit in the previous sections. They can be additional graphs, software listings, etc.

The following is an example for the required format for the Title Page. Modify it accordingly for your specific course.
THE PENNSYLVANIA STATE UNIVERSITY
Wilkes-Barre Campus

ELECTRICAL ENGINEERING TECHNOLOGY
PROGRAM
EET 478 DIGITAL COMMUNICATIONS

LABORATORY REPORT
Module0: Example (put here number and name of experiment/case study)

Dates Performed: August 16, 1999
Due Date: August 23, 1999
Date submitted: August 23, 1999

Author: Student name