1.- Refer to your EET 433 for general 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
- The front page should not be numbered
- Include intermediate work as an appendix
- Tables and graphs should be done using a software package.
- The experimental laboratories and case studies report make up a total of 20% of your final grade. Students are required to perform ALL the experiences and submit reports for all the experiments and case studies.

2.- Unless otherwise indicated by the instructor, all reports will be due the Monday after the laboratory or case study was supposed to be finished. In the event of a holiday or campus closure on that Monday, the due date will be moved to the next Wednesday.

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 natural day that the report is late. We understand 5 pm as the end of a working day.

4.- All the students will start with 15 late days. This means that you can turn in homework, experimental and case reports for a combined value of 15 days before the penalization starts to apply.

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

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 students or groups will be given written feedback on their reports

9.- All students or groups have the right to 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.- Only one lab report per group will be accepted.

11.- Reports will also be evaluated for professional presentation

**Suggested format for a Laboratory Report:**

- Tittle 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 the required format for the Title Page:
THE PENNSYLVANIA STATE UNIVERSITY
Wilkes-Barre Campus

ELECTRICAL ENGINEERING TECHNOLOGY PROGRAM
EET 433: CONTROL SYSTEMS ANALYSIS & DESIGN

LABORATORY REPORT
(or CASE STUDY REPORT)
Experiment #0: Example (put here number and name of experiment/case study)

Date Performed: August 16, 1999
Due Date: August 23, 1999
Authors: Students name