GUIDELINES for LAB REPORTS

1.- The following are general guidelines regarding laboratory reports for EET 105. I grade the lab reports in all the courses I teach based on the PAW scheme:

P (Presentation and professional appearance): 25% of grade
A (Accuracy – correct results, etc.): 50% of grade
W (Writing – sentences that make sense, no typos, etc.): 25% of grade

- All the reports should be typed using a word processing system.
- The pages should be numbered. Learn the diverse features in your word processor
- Tables and graphs should be done using a software package. Hand drawing is not acceptable
- The front page of your lab report must follow the correct structure (see example)
- If you were absent during the lab session, you can not write a lab report because I didn’t see you doing the work.

2.- Lab reports are due the week after the lab work is finished. Late lab reports are penalized by a letter grade for each late date.

3.- 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.

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

5.- 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.

6.- All lab reports will be promptly returned by the instructor with written feedback and graded.

7.- Lab reports are an individual effort.
SUGGESTED FORMAT FOR A LABORATORY REPORT:

- Front page (see example below)
- 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.

EXAMPLE OF FRONT PAGE IN A LABORATORY REPORT:
ELECTRICAL ENGINEERING TECHNOLOGY PROGRAM
EET 105: ELECTRICAL SYSTEMS

LABORATORY REPORT
Experiment #0: Example (put here number and name of experiment)

Date Performed: August 16, 2008
Due Date: August 23, 2008
Date Submitted: August 24, 2008

Students in group: List other students that did the lab with you

Author: Your name