

Lab Report Guide

Beginning with Lab 2 and continuing through all subsequent labs, **each student** (*not lab teams*) must prepare and submit a brief lab report according to the guidelines below.

Due Date

Lab reports should be turned in to the TA at the beginning of the next lab. For example, Lab 2 reports are due at the beginning of your Lab 3 session.

Format

- Lab reports should be typed and printed. No specific requirements are given for font, spacing, etc., but you should make every effort to prepare professional quality work; it should look and read like something you would be proud to deliver to your boss (i.e., no slang or unprofessional phrases).
- Written sections should be in paragraph form, not bullet form. You can include tables, figures, or anything else that will help achieve the objectives of your report.
- Please provide section headings for the sections described below.

Note: Don'ts for professional grammar

- Do not use slang phrases (cool, over the top, tad bit, etc.)
- Do not use contractions (don't, won't, can't, we'd, let's, etc.)
- Do not begin sentences with conjunctions (And, But, Or)
 - make compound sentences or use Also, However, Alternatively
- Do not use non-specific subjects
 - BAD: "There will be a button to push on the window that opens."
 - BETTER: "The button to push will be on the window that opens."

Grading

- 20% Completion of lab exercises
- 40% Responses to Discussion Points
- 40% Report quality, especially the quality of the Lab Summary, grammar, spelling, etc.

Content

The required sections of the report are detailed below along with suggested lengths for each section. You can write more if you would like, but please try to keep your report concise.

Cover Sheet

- Please print the Lab Report Cover Sheet and fill in the information at the top. Alternatively, you can use the Word version of the Cover Sheet to begin typing your report and then print when finished.

Lab Summary (1/2-1 page)

- Using your own words (do not cut and pasted from the lab assignment) briefly describe your *experiences* for the lab. Comment on the expected outcomes and what you actually achieved from the lab. You may want to discuss on each "Part" of the lab separately.
- Conclude this section with a summary statement of what you learned from the lab, i.e., what experiences you gained that contribute to your engineering education.

Discussion Points (varies)

- Provide your response to the Discussion Points at the end of each lab. If these require calculations, schematics or drawings, those can be done by hand and attached at the end of the report, but please note in this section that attachments are included.

Feedback (optional)

- Note any troubles you encountered in the lab or any errors or confusion with the lab documents. List experiences that were helpful or not helpful. Your comments here will help us to improve the labs. Positive feedback is welcomed too!

Attachments (varies)

- Any drawing, hand-written calculations, etc. can be attached. Please refer to these items within your report so we will know to look for them as attachments.
- If the pre-lab check off sheet was not collected, attach it here.
- Attach your lab check-off sheet as the last page of your report.