PRE-LAB PREPARATION
Most lab procedures contain a pre-lab section. The purpose is to give you a chance to gather and review the needed information, equations, etc, and to do “ground work” that will make your lab go faster and more smoothly. Pre-lab work counts for 20-25% of your lab report grade.

Make the necessary notes and advance calculations, etc. They do not have to be particularly neat, but should be legible enough so that others can understand them. Keep a photocopy of your prelab notes and give the originals to the lab instructor at start of lab.

LABORATORY REPORTS
Your lab instructor will tell you if the report is to be formal or informal. Informal reports must be hand-written with hand-sketched diagrams. Tables and plots may be produced by computer. Formal reports must be prepared with a word processor, and are more detailed and formal in their writing style. Your lab instructor will tell you in more detail what is expected in the report and how it will be graded.

REPORT FORMAT
Informal reports are hand-written on green engineering grid paper. Formal reports are printed on white paper, normally using an ink jet or laser printer.

In most cases, the experiment consists of a number of PARTS that consider separate problems. The following outline shall be used (cycle through D-E-F for each PART):

A. Title Page
   1) Experiment number, title and date performed
   2) Name, course number & name, and section
B. Overall objective or purpose of lab (complete but brief)
C. Equipment/instrumentation used (MTU inventory nos, etc. so you could recreate your work).
D. Step-by-Step Procedure with Step-by-Step Results
   1) Description/narrative of what was done in this PART.
   2) Method used: circuit diagrams, sample calculations, etc.
   3) Software implementation (how to do it, quirks, etc).
   4) Tabulated results, printouts, etc, neatly organized.
E. Report (Interpretation of Results)
   1) Verbally summarize (report on) your findings, i.e. the main points you want to convey to the reader.
   2) Answers to questions asked in lab procedures about this PART, if there are any. Show calculations and explanations. Show all work and assumptions.
F. Conclusions for each PART
   1) Relationship of findings to objective
   2) Comparison of results with theory
   3) Discussion/explanation of errors
G. Overall summary and comments for lab as a whole.
   1) Recommendations based on results
   2) Constructive suggestions for improving experiment
H. Data Sheets (data recorded in ink), Initialed and dated by lab TA.
I. Photocopy of Pre-Lab sheet(s).
GRADING

Grading is based on laboratory participation, pre-lab preparation, laboratory reports, and lab quizzes and/or assignments given out by the lab instructor. Each student must attend all periods and participate in all experiments. If you are forced to miss your lab for a legitimate excuse, make special arrangements as soon as possible to make it up during another section of the same lab.

Your Lab TA will establish specific procedures for submission of reports, grading criteria, penalties for absences and late work, etc. Typically, reports are due ONE WEEK AFTER THE LAB IS PERFORMED. The penalty for unexcused late reports is 10% off per day (not counting weekends or holidays). Each lab not handed in will result in a one-letter-grade reduction in your course grade. For example, an AB would be reduced to a BC. (This is a relaxation of policy in past years, where a missing lab report would result in failing the course).