

JEE2330 – Electrical and Electronic Circuits Laboratory

Report Preparation

Please follow the following guidelines when preparing lab reports for JEE2330. Failure to follow these guidelines may result in a reduction in your score. These guidelines supersede those given in the preface section of the lab manual.

- 1) Always include a separate cover sheet listing the following: a) the experiment number and title, b) your name, c) the date of the experiment, d) the course number and laboratory section, e) the instructor's title and name, f) your team member's names, and g) the approximate amount of time spent preparing the report. Be sure to date the cover sheet. Also, if you are turning in data only for this experiment, please indicate that on the cover sheet as well.
- 2) Always make your presentation neat, legible, and concise. The reports can be in pencil, pen, or typed, but the key thing is that they must be legible. Use correct grammar and spelling. Correct answers that the grader cannot decipher may end up receiving little or no credit.
- 3) Prepare graphs according to instructions given in the text. Always plot frequency on a horizontal logarithmic scale unless otherwise directed. Phase angle is to be plotted on a linear scale. Always label your graphs properly indicating the axis scale, variables and units of measure, etc. If more than one function is plotted on a single graph, clearly label each function. Use of a computer program (i.e. Excel, MATLAB, etc.) is recommended for generation of graphs and plots.
- 4) Often, you will be required to make a copy of a signal observed on the oscilloscope display. Use of the copy feature of the digital oscilloscope/lab computer to record and print most waveforms is required. Be sure to hand number and title each display hardcopy for easy reference when writing the report. Also, annotate the display hardcopy as needed to indicate the axis scale, variables and units of measure. In addition, be sure the ground reference and all voltage levels plus the period of any periodic signal is identified on the hardcopy. Finally, you must be sure the scope settings (namely, the volts and time scale setting per division) are shown.
- 5) Each experiment in the lab manual contains a section titled "Report". You must address all items set out in this section in your report (exceptions will be noted in the supplement to the lab manual handed out in class). Each item should be clearly labeled with the corresponding item number – i.e. 1.6.1.1, 1.6.1.2. Begin each major section – i.e. 1.6.1 – on a new page. Your discussion of each item must be self-contained. Do not refer to other pages for details.
- 6) Place the printouts required to answer each item in the section titled "Report" in sequence immediately following your discussion. (This differs from the lab manual, which says to place them at the end.) This includes items like display printouts, PSpice output, and graphs. This will greatly aid the graders in finding all required material for each section.
- 7) Assemble all items required for your report in the order that they are listed in the section titled "Report". That is, do not put item 1.6.3.2 before 1.6.2.1. Your raw data sheets should be placed at the end of the report. Clearly label these with "Raw Data" so the grader can easily find them.