Please follow the following guidelines when preparing lab reports for JEE2330. Failure to follow these guidelines may result in a reduction in your score.

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, and f) your team member’s names. Be sure to sign and 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. Write on only one side of the paper and use correct grammar and spelling. Correct answers that the grader cannot decipher may end up receiving little or no credit.

3) 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.

4) 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.

5) 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.

6) 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.

7) Follow all of the items in the section in the lab manual titled “Report Preparation” (page x of the preface) unless the above text specifically states otherwise.