

ET 438A
Lab Report Grading and Attendance Policies

Grading

The following table shows the point distribution and graded items in the ET 438A lab report. Following this rubric will result in the maximum report grade.

Late labs will have the point totals reduced by 5 pts per working day. The TA will not accept late lab work over one week past the original due date.

Attendance

Students are expected to be seated in the lab at the scheduled starting time. An attendance sheet will be circulated at the beginning of the lab period. Everyone is responsible for signing this sheet. Anyone failing to sign the sheet will be counted absent. The lab and lecture absences are combined for the course total. The fifth unexcused absence will result in overall grade reduction. The T.A./course instructor will be available outside the lab period to sign off on results if necessary.

| Item | Points | Comments |
|---|--------|--|
| Title page | 2 pts | Title page must follow the given format exactly to receive credit. See the example attached example. Other examples are available from Lab T.A. |
| Table of Contents/Equipment List | 2 pts | Number the table of contents correctly to match the pages in the report. The equipment list should include the manufacturer, model number, and SIU number of the instruments used. No parts list is necessary. |
| Experimental Objective | 6 pts | The purpose for conducting this experiment and designing the circuits must be identified. Use the lab handout as a guide. |
| Theory of Operation and Discussion of Design. | 30 pts | This section should include the background theory for the experimental circuit operation. It should also discuss supporting theoretical topics that explain what should happen in the system or circuit design. When a circuit design is required in a lab, the report should explain in detail the function of each stage and its supporting components. Provide a schematic of the overall design in this section. All passive components (resistors, capacitor, potentiometers etc) should have values and identifiers. (R_1 C_2 e.g.) Label all active components, IC, transistors, and diodes, also. Give the power supply voltage values on the schematics. The schematic should have a figure number or page number depending on its size. Refer to the schematic when explaining the design of the circuit. |
| Discussion of Design/Results | 30 pts | This section contains the collected experimental data and results that demonstrate the performance of the designed circuit or system. The readings and observations made in the performance of the lab should be included here. Organize all measurements clearly into tables. Each table must have a table number and title. Refer to the table number when explaining the results of the experiment (See table 1 e.g.). Use Excel to create tables and do repeated calculations. Sample calculations should be included in the appendix. This section should address errors that may occur in the lab. Compare and contrast the measurements with the theory of operation. Read the lab carefully for other required discussion points. Example: what was the effect of increasing controller gain on system performance? |
| Conclusion | 20 pts | The conclusion should summarize the overall operation of the system or design presented in the lab. It should highlight trends and relationships between variables. This section should only be 1 or 2 paragraphs long (100-200 words) |
| Appendix | 10 pts | This section should have a separator page with the word Appendix centered between top and bottom margins. It should include, at the minimum, the signed data sheets from the lab. Also included in the section are sample calculations and other formulas necessary for the completion of the lab design. The first page of the appendix should have a consecutive page number. |