ET 304A/304B
Lab Report Grading and Attendance Policies

Grading

The following table shows the point distribution and items that will be graded in the ET 304A lab report. If all listed items are included and correct then the maximum grade is received.

Late labs will have the point totals reduced by 5 pts per working day. After one week, late labs will not be accepted.

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 the 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. 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	Table of contents should be numbered 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, it should be explained in detail with the function of each stage and its supporting components given. A schematic of the overall design should be provided in this section. All passive components (resistors, capacitor, potentiometers etc) should have values and identifiers. (R_1 C_2 e.g.) All active components, IC, transistors, and diodes, must be labeled also. The power supply values must be given. 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. All measurements must be clearly organized 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.

Report Collaboration and Documentation Policy

Each student will write a laboratory report that documents the results of the experimental and design work that was performed in the laboratory. All parts of the report should be original work by each student. This includes the text, graphs, and schematics that are used to display the data and designs of the laboratory. Absolutely no photocopies of any original work in the body of report are allowed. Duplicates are allowed of manufactures data sheets and other reference materials that are included in the appendix of the report.

The purpose of writing individual experimental reports is to have each person develop the skills necessary to organize and present technical material in a professional manner. This includes using software tools such as spreadsheets, electronics simulation tools, and schematic drawing applications. Each person in a group should work with these tools to get valuable experience that can be used on the job. If projects and experiments are done in groups, sharing of the effort for producing the graphs and schematics is allowed, but each person in a group should submit final drawings and graphs that have layouts and structure that makes them unique. Failure to follow these guidelines will result in loss of points.