

Fairfield University

School of Engineering

Laboratory Report Format

Completion of a laboratory assignment must be followed with a written report. Each laboratory report reflects the completion of the work defined in the laboratory and each student team should INDEPENDENTLY turn in their own report. Only one upload is necessary, but the other team member(s) should look at the uploaded file for correctness as it represents all team members. Additional uploaded reports are allowed to correct any noticed errors or omissions.

Each report should be a *.PDF as Blackboard cannot parse Microsoft Word file (*.doc or *.docx; MAC, OpenOffice and/or Linux users must convert the file for the class) which incorporates all results from other software packages integrated in the flow of the document. An electronic copy must be submitted as an upload to Blackboard to get credit for each assignment. All circuit diagrams and Equations should be electronically formatted, not hand drawn as this would be unprofessional as a work product in the real world.

Laboratory reports are generally due the following lab session. Late reports will result in lower grades unless there are extenuating circumstances.

Each report should contain the following parts:

Part	Content
Cover Page	<ul style="list-style-type: none"> • Lab number and title • Instructor Name • Class and Section • Student Name • Date
Introduction	<ul style="list-style-type: none"> • Background: Document relevant information about the experiment. • Purpose: State the problem. What is the reason for the experiment? • Hypothesis: A clear statement about the expected results.
Materials and Equipment	<ul style="list-style-type: none"> • List and describe items and important specifications used to perform the experiment. • Include documentation and/or references about each item.
Procedure	<ul style="list-style-type: none"> • Discuss any require precautions needed to perform the experiment • Provide a simple, but complete description of what you did, what went wrong and how were the problems corrected. • Diagrams (Circuit, Block, Physical, etc.), tables, and calculations should be included as appropriate to support your work.
Results	<ul style="list-style-type: none"> • Tables of calculated, simulated, and measured data • Annotated diagrams, simulations, and photos of built circuits
Analysis	<ul style="list-style-type: none"> • Comparison of results (calculated, simulated and measured) • Error Analysis (use measured values of components as the reference so that resistor tolerance does not contribute to errors).
Conclusions	<ul style="list-style-type: none"> • Your evaluation of the experiment • Base your conclusion directly on your data/results • Include suggestions for improving the experiment and or procedure • What did you learn from this experiment?