

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 should INDEPENDENTLY turn in his/her own report. Each report should be a 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. A hard copy and an electronic copy must be submitted to the instructor to get credit for each assignment.

Laboratory reports are generally due the session after the laboratory work is done. 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 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.• Diagrams (Circuit, Block, Physical, etc.), tables, and calculations should be included as appropriate to support your description.
Results	<ul style="list-style-type: none">• Tables of measured data• Annotated diagrams
Analysis	<ul style="list-style-type: none">• Comparison of results to expectations• Error Analysis
Conclusions	<ul style="list-style-type: none">• Your evaluation of the experiment• Base your conclusion directly on your results• Include suggestions for improving the experiment and or procedure• What did you learn from this experiment?