

Labs & Lab Report Requirements

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The follows are detailed requirements on labs and lab reports for our class, which supplements the course syllabus. Please read thorough and carefully follow it.

1. Students **MUST** complete the lab experiments individually or in a group before class is dismissed. Unfinished lab experiments need to be made up after class hours.
2. Lab reports **MUST** be done **INDIVIDUALLY**. Lab report has to be type-written. **NO hand-written** lab report will be accepted!
3. Lab reports must be submitted via the Blackboard by the deadline unless it is instructed. Note that once the deadline passes, the submission link on the Blackboard may not be available. **Late-due lab reports will NOT be accepted** and its grade will be ZERO.
4. Please submit your lab reports, project proposal and other assignments via the Blackboard **ONLY!** **Do NOT** submit it to my email without advanced authorization.
5. Lab report **MUST** include the following essential items: **cover page, table of contents, experiment title, experiment objectives, experiment data, necessary figures, sample calculations, results, conclusions, references, and question-answers**. Note that this list is not complete. Upon the lab experiment, you may also need to include certain other items in the report.
6. Please include the following information on the cover page: Class/Section number, experiment number/title, your name & ID (CUNYFirst ID), instructor's name, submission date and due date. To help the instructor to identify each student, please **absolutely** include the experiment number/title, class/section number and **your ID** (CUNYFirst ID) on the cover page.
7. It is not necessary to retype the detailed experiment procedures in lab report as in lab manual. Instead of copying the procedure from the lab manual or handout, you can use simplified or summarized description of the procedures in your report.
8. Your personal findings and insights are highly expected in the Conclusions part. Do **NOT** just re-

state the experiment objectives or procedures as your conclusion.

9. Descriptions of technical data and analysis **MUST** be rigorous and accurate. Avoid words like “perhaps” or “I guess”. Any statement of personal “feeling” should be absolutely avoided for the professionalism purpose, such as “the waveform obtained in step3 is *weird*”. Keep in mind, words like “*weird*” is your personal feeling but have no any technical meaning!
10. Lab reports must be written in a professional manner, for example, do **NOT** use the first pronoun, present the cover page and table of contents on separate pages, number all equations if there are more than one, and so on. For more guidance, please search the Internet on “how to write a technical report or documentation”.
11. **Never** use a too large font (such as font 18) for the texts in the main content body. Font 11 or 12 is a good choice. You can use bold font, instead of large font, to indicate section/subsection titles.
12. **Do NOT use too large size for any figure or plot!** The space of half page is the maximum size for a figure/plot. All figures have to be clearly titled. If there are more than one figure, INDEX them clearly (such as Figure 1, Figure 3-2)!

Do **NOT** use a photo taken by a camera or cellphone to represent a technical figure, such as circuitry schematic, signal waveform, unless necessary in lab reports. Use software or screen shot to obtain the figures.
13. Except the cover page and table of contents, **ALWAYS** number all other pages of your lab reports.
14. Any extraction (including sentence, picture, or figure) from online or some other reference sources must be accompanied with citation and references. Any use of other person’s copyrighted materials without reference is **NOT** legal!
15. **Copying lab report is zero tolerant. Both parties** involved in the copying will be graded **ZERO** score.

This syllabus is subject to change without prior announcement.