ELECTRONIC CIRCUITS

INFORMAL LABORATORY
REPORT GUIDELINES

1. NUMBER ALL PAGES - page number of total number of pages. Example - a 5 page
   report would be numbered 1 of 5, 2 of 5 etc. TITLE SHEET is the first page.
   PLACE NAME, EXPERIMENT NUMBER, LABORATORY NUMBER, AND DATE IN THE RIGHT
   HAND CORNER OF EACH SHEET (EXCEPT TITLE SHEET).

2. TITLE SHEET - DATES, GROUP MEMBERS, NAME, COURSE NAME AND NUMBER. After
   group placed (day section A.M. or P.M., example - JOHN SMITH AND TOM JONES
   (MONDAY SECTION, P.M.).

   2.1 INTRODUCTION - PURPOSE - PROCEDEURE

3. CIRCUIT DIAGRAMS AND EQUIPMENT LIST - USE DRAWING INSTRUMENTS. USE PENCIL
   CORRECT SYMBOL - example - resistor three points

   Give each diagram a figure number

   Top center of sheet experiment title. At some convenient place
   list of equipment and their numbers, also include component bin
   number and color code. (May be placed on a separate sheet if
   desired)

   USE FOOT NOTES

4. DATA SHEET - CORRELATE PROCEDURE STEPS AND METER RANGES WITH EACH GROUP
   OF DATA (EXPERIMENTAL AND CALCULATED).

5. CURVES - PRINTED ALL CAPITALS (1/8 INCH). USE PENCIL. TOP OF SHEET, NAME,
   EXPERIMENT NUMBER, DATE. TITLE OF CURVE (CENTER). SEE INFORMATION SHEET
   FROM FIRST SEMESTER.

6. SAMPLE CALCULATIONS - CORRELATE SYMBOLS (define if necessary) AND
   PROCEDURE STEPS.

7. RESULTS - ANALYZE DATA. USE COMPLETE SENTENCES.
   OR

   CONCLUSION

* REQUIRES PROPER GRAMMAR
ERROR CODES FOR LABORATORY REPORTS
SUBMITTED TO WAYNE A. CORDELL

1. CS - use complete sentences, improve sentence structure.

2. PERN - do not use personal pronouns in technical reports (I, we, you, etc.)

3. IS - Use an introduction statement so to identify solution of the problem to the reader.

4. MORE - Information presented is too brief, more facts required. Use theory and/or experimental data to support discussion.

5. VAGUE - Statement is unclear more information required. See MORE error code.

6. % - Use percentages when comparing values as well as absolute changes or errors.

7. MIX - Do not mix report sections, for example do not mix DATA and CALCULATIONS sections. Each report section requires a separate page, see LABORATORY REPORT GUIDELINES.

8. DATA - Group all data together - experimental and calculated. Also group all data for a given procedure step on the same "data line" in the data table.

9. -PENCIL - Pencil only, DIAGRAMS and CURVES are drawn with pencil only.

10. WORDY - Discussion contains too many unnecessary words which confuses the reader and/or tells nothing; see MORE error code.

11. SYM - Incorrect or sloppy drawing of electronic device symbol. Use standard symbols. Use a symbol template, no freehand symbol drawing is allowed.

12. DRAW - Use straight edge for drawings and/or construction of data tables. Use vertical and horizontal lines only - no slant lines. Center drawings on paper, strive for symmetry and balance.

13. " - Ditto, errors listed on previous page/s applied to this page.

I-9