

## Introduction to EE 340 Laboratory **Laboratory Procedures and Report Writing**

### Laboratory Procedures

- Smoking, food, beverages and mobile phones are not allowed.
- Because of the limitations on experimental set-ups, no make-ups will be allowed.
- All equipment should be switched off upon completion of the experimental work. The workbench should be left as neat as possible, and all connection wires returned to their proper place.
- Experiments will be carried out in groups of four students (maximum). Groups are expected to remain the same throughout the semester. Each individual in a group is expected to participate in performing the experimental procedures. Most experiments have several parts, so, students should alternate in doing these parts.

### Experimental Results

- Each group should present their results to the lab instructor before moving to a new part of the experiment.
- For each part of the experiment, the group should present the result in the form of a sketch. This way, a validation of the data taken is made if the sketch shows the expected characteristics.
- All experimental data taken and all sketches made should be produced using the blank page included in each experiment handout.

### Performance in Lab

- Both group performance and individual performance will be evaluated.
- Group performance is based on (1) ability of the group to produce correct and accurate results and (2) ability of the group to independently carry out troubleshooting while conducting the experimental procedures.
- Individual performance is based on (1) attendance on time (2) participation in carrying out the experiment and (3) answer to questions given by lab instructor upon inspection of the results.

### Report Writing

- Reports are due two days after the lab period (e.g., students of Saturday lab submit reports on Monday, Tuesday lab on Thursday, and so on).
- Each student is expected to produce his own report. Groups share experimental results only. Any copying of reports will be considered an act of cheating.
- In writing the report a student is supposed to follow the formal report writing studied in ENGL214. A guideline for formal report writing is given here as **APPENDIX B**.
- Evaluation of the reports is based on the quality of the following (1) correct format (2) Error analysis (3) Presentation of results and (4) Discussion and answer to questions.

### Final Exam

- A combination of written and oral exams will be given in the last week of classes.
- Students will be allowed to bring along their reports to the written exam.
- Both exams will test the experimental knowledge acquired by the student throughout the semester regarding (1) equipment (2) measurement methods and procedures and (3) basic concepts.