

Note – Your instructor may provide additional requirements as to the format and/or content of your written report. In general, your report should be well-written in a neat and logical manner. All of your measured data should be shown in your report, and a sample calculation should be provided for each unique calculation that shows both the formula and the numerical values utilized to achieve the final result.

ACADEMIC INTEGRITY EXPECTATIONS:

All lab reports must be written individually such that all work contained within each report is the sole intellectual property of the student submitting that report.

Collaboration between students, past or present, is forbidden. This includes, but is not limited to, both the sharing of thoughts by direct communication with other students currently enrolled in the course and the sharing of thoughts by indirect communication with students that were previously enrolled in the course.

Note – Referencing lab reports that were submitted by other students during previous semesters of the course is considered to be “sharing of thoughts by indirect communication” and thus is a violation of the Academic Integrity Expectation.

Additional thoughts regarding the Academic Integrity Expectation:

- Students are allowed to consult with the course instructor while completing each report.
- Students are expected to protect their own intellectual property. Any student that allows another student to view or copy their work is also in violation of this Academic Integrity Expectation.

SUBMISSION OF COMPLETED REPORTS VIA EMAIL:

All lab reports must be submitted electronically as an email-attachment, sent to the instructor’s email address (jeffwagner@kennesaw.edu), in the form of a **single** Microsoft Word document (.doc, .docx) or Adobe Acrobat document (.pdf) that contains all of the required report information including all text, data tables, figures, plots, and/or sample calculations.

The “**Subject**” of the email must be “**ECET 1101 Lab Report**”

The attached lab report file must be named in the following format:

1101-LabXX-Lastname ←(No spaces in the name)

where “XX” is the two-digit experiment number and “Lastname” is the student’s last name.

No important **text** should appear in the body of the submission email. Any questions and/or concerns should be addressed independently from the email that contains the submitted lab report.

Note: • Email submissions that include multiple files/documents relating to a single experiment will **not** be accepted.
• Non-.doc/.docx/.pdf documents will not be accepted for submission. Therefore, if using Open Office or any other software to create the report document, be sure to “save as” a Microsoft Word equivalent document or to convert the report into a “PDF” document.

INFORMAL REPORT FORMAT:

The informal reports should be written in a sequentially-narrative format that corresponds to the order in which the procedural steps are stated in the lab handout. Thus, in general, the informal report should contain (in this order):

- 1) The results of any prelab calculations that you were required to complete as part of the experiment.
(Note: Hand-calculations may be scanned into an Appendix at the end of the report document.)
- 2) A description of the work that you performed during the laboratory session.
(Notes: A brief description of each major part of the procedure should be included here. Additionally, all measured data should be neatly tabulated and shown immediately after the brief description relating to the part of the procedure during which the data was recorded. You are not expected to re-draw any of the circuits shown in the lab handouts... instead you may refer back to the handouts in your description.)
- 3) The results of any additional tasks that were assigned to you as part of the requirements for each lab experiment.
(Notes: All calculated data should be neatly tabulated. If a PSpice simulation is required, a copy of the PSpice circuits/results should be included in this section. Any required Hand-calculations for this section may also be scanned into an Appendix at the end of the report.)

In General:

All reports should be should be well-written in a neat and logical manner.

All data tables should be titled and they should show the units for the table values.

All plots should also be titled, their axes should be labeled with the units shown.

LAB REPORT DUE-DATES:

All lab reports are “due” one week after the session during which the experiment was performed.

Lab Reports submitted after their deadline will be penalized on a 15% basis per *calendar* day, but with a one- week grace period allowed for Lab Reports before any penalties actually incur. After the grace period expires, any incurred penalty will be assigned to the submission for each calendar day past the due-date including the days associated with the specific grace period.

Thus, in simple terms: Beginning with the day during which the experiment is performed, you have two weeks to complete and submit the lab reports. After the two-week time period (i.e. – on day 15), the reports are “late” by over a week, and based on a 15%/day penalty, late reports will be assigned a grade of zero.