

The guidelines stated below must be followed for all experiments that require the submission of a report.

ALL LAB REPORTS:

- must be completed **individually** with no collaboration between students.
- must be **electronically-generated** such that they contain no hand-written information.
- must be **submitted electronically** in the form of a SINGLE Microsoft Word or Adobe Acrobat document that contains all of the required report information including (but not limited to) any required text, data tables, figures, plots and/or sample calculations.

Note that report submissions in the form of **multiple documents** will not be accepted.

SUBMISSION REQUIREMENTS:

- The submitted document must be sent as an **EMAIL-ATTACHMENT** to the instructor’s email address:
jeffwagner@kennesaw.edu
- The “**Subject**” of the email must be “**ECET 3410**”.
- The attached **file** (i.e. – the lab report) **must be named** in the following format:

3410-LabXX-Lastname.docx (or .doc or .pdf) ←(No spaces in file name)

where “XX” is the two-digit lab number (i.e. – 02) and “Lastname” is your last name.

Note that **improperly named** lab-report files **may not be accepted**.

OVERALL FORMATTING FOR ALL “MEMO-STYLE” REPORTS:

The reports must be **well-written** in a neat and logical manner, with an attention to detail clearly shown throughout the entire report.

A **brief introductory statement** that summarizes the experiment must be provided at the beginning of the report.

A **brief description** must be provided **at the beginning of each experimental step** that describes the purpose of the step and summarizes the experimental procedure relating to that step.

All **measured data** must be **neatly tabulated** and shown within the appropriate section relating to the portion of the experiment during which the data was recorded.

All **information** relating to the experimental measurements and the subsequent analysis must be presented **sequentially in the order that the experimental steps were performed**.

A **title** and **brief description** must be provided for each **table or figure** shown in the report.

A **sample calculation** must be provided for each unique calculation **that shows both the formula and the numerical values** utilized to achieve the final result.

If a **discussion** of the results is required for any specific experimental step, the discussion should be clear, concise, and directly related to the investigation at-hand. **Do not simply state** that “the results correspond to the expected values” **without** clearly characterizing the expectations.