Each group of two students has to submit a report for each session. This is separate from the notebook. The main purpose for the report is to communicate the results to others and to enable them to duplicate the work in a straightforward manner. On the other hand, the lab notebook is for your own benefit and record keeping. Write down observations, circuits you designed, results, etc. You can refer back to it during future labs.

All lab reports must be typed and submitted in hardcopy. **Please use 1.5 or double-spacing, and 12pt font.** It may save you time to have a template that you follow for each lab, according to the guidelines described below. You have to include screenshots of any oscilloscope readings or MultiSim schematics/simulations you make. The lab report does not need to be step-by-step detailed, but should show that you have a good understanding of the lab. Also, the lab report should be complete, where all information requested should be in the lab report. The listing of the lab-specific report requirements can be found at the bottom of each individual lab’s page. The length of a typical report is dependent on the amount of design done in the lab and of course, the number of screenshots that you have. Generally, reports are within 5 pages.

*The lab report is due at the start of the next lab.*

The reports will be evaluated on their technical accuracy as well as on the quality of writing. This includes overall organization, presentation of graphics and tables, grammar and wording, and overall clarity of writing. A Rubric that summarizes the key points that will be used to evaluate the writing can be found on the ESE206 website.

**Some important points:**
1. Use a circuit-drawing tool to draw all your schematics. **Do not hand-draw circuits or copy them from the lab documentation.** It is important that you learn how to draw schematics. Some good drawing tools are Multisim (available on Detkin and Ketterer Lab computers) and Electric.

2. Use an equation tool to type all your equations instead of simply typing them out in plain text. For example, do instead of $I_1 = V_1/R_1$. MS Word equation editor works beautifully, though if you’re a bit more ambitious, you can use LaTeX.

3. We recommend you write your lab report together so that both partners understand the lab fully. However, if you decide to split up the sections, make sure both group members proofread the entire lab report fully and are ok with how it’s written.

4. Don’t forget to sign and date the lab report!

5. All lab reports are due by the **beginning of the next lab section** in hardcopy. There will be a lab report for each group of labs, so it will be due the next lab section after the group of labs is finished. We will email you and post the due dates on the ESE206 website.

6. **Look at the lab-specific rubric, located on the Reports page of the ESE206 website** – you will find useful information here about what to include in your report.