**Introduction, Guidelines and Ethics for Laboratory**

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# Introduction

This document contains the basic rules and guidelines for performing and reporting your CEG4136 Laboratories.

# Laboratory Course Policies

1. The lab manual should be read before coming to the lab.
2. You are required to be in the lab from start to end while attending the labs.
3. If you miss the lab, you will have to do the lab completely on your own.
4. Your lab report is due on the day before your next lab section or as directed by your TA. Late lab reports will be penalized 10 percent per day. The weekend will count as one day.
5. This lab requires you to work in groups. There will be 2 students per group and the groups will be decided by TA,
6. Each group should work through each exercise in the lab. Each group should submit the lab report through the account in blackboard.
7. Each group needs to present the work done to the TA apart from submitting the lab report.
8. Do not assume anything on your own. Ask the TA if you have any question regarding the lab.
9. Each group will be provided with the apparatus required for the lab. They will take it home and are required to communicate among themselves to use the apparatus for completing the lab work.
10. Each group is responsible for the apparatus provided to them. The apparatus have been checked for functionality and are required to be returned in the same working condition.
11. Any damage or loss to the apparatus will attract penalty that will be equal to the cost of the apparatus. Each group is required to sign a separate form for the same.

# Laboratory Ethics

Students are expected to behave ethically both in and out of the lab. Unethical behavior includes, but not limited to, the following:

1. Possession of another person’s laboratory solutions from the current or previous years.
2. Reference to or use of another person’s laboratory solutions from the current or previous years.
3. Submission of work that is not done by your laboratory group.
4. Allowing another person to copy your laboratory solutions or work.
5. If there is any question as to whether a given action might be considered unethical, please see the professor or the TA before you engage in such actions.

# Laboratory Report Guidelines

This section describes how lab reports should be prepared:

1. Each lab report should have a cover sheet. The cover should include your names, date, lab number and title.
2. The report is to be a pdf file submitted to the blackboard. The paper size should be standard letter format using an easily legible 12 points serif font (Roman or similar). Lines must be 1.5 spaced. Page margins must be 25mm on the top, bottom, lift and right.
3. Your report should be complete, thorough, understandable and literate. You may use a concise summary style with clear discussions included where necessary. All lab reports must carry an Introduction, Conclusion and References if any.
4. Be sure to answer any questions in the lab manual, and presents the answers (data, graph or figure) in a clear way to enhance the readability of your report, such as table, bold font, etc.
5. When including figures and tables in your report, they must have descriptive captions such as: “Figure 1: Impulse response of my filter (For Problem 2.a)”. And the figure caption should be below the figure itself, while the caption for tables should be above the corresponding tables.

# Lab Grade Breakdown

The lab grades are divided into two parts. The lab reports are worth 30% of the total marks and the lab work is worth 70%.