(2" from top) **TITLE OF THE EXPERIMENT**

(four blank lines)

by

(three blank lines)

John Smith (substitute your name here. **USE boldface font**)

(List the rest of the team members. USE normal font)

(14 blank lines)

(Enter course number and title here)

LABORATORY REPORT

(five blank lines)

Computer Science

Washington State University Vancouver

Date

Sections of the Lab Report **(all are required)**

Objective - the objective is the reason you are doing the experiment. Before you write the objective you need to know why you are doing the experiment.

- The objective should be stated clearly and concisely in your own words.

Apparatus - this section contains a list of the equipment that you used to perform the experiment.

- When possible, draw a diagram to illustrate the apparatus.
- Give the make and model number of the equipment where possible.

Method - this section includes a description of what you did. This should **not** be a verbatim copy of the instructions in the lab manual. Do **not** report any results in this section.

- Summarize major steps taken to conduct the experiment.
- Include the main details (i.e. applied voltages, run times, increments of applied voltages, etc.).

You can assume that the person who will be reading your report is familiar with the equipment and has reviewed the lab handout.

Data - this section is where measurements taken during the experiment are reported.

- Data should be reported in a clear and organized way.
- Include tables with numbers (such as Table 1). You can then refer to these tables in the analysis section by their numbers.

Results and Analysis - calculations based on the data are presented in this section. The lab analysis is a very important part of your report and brings purpose to performing the experiment. It is a good place to spend a little extra time.

- Report all of your calculations
- Provide the formulas used to compute your results
- Present the calculated data and highlight the final results (for example by putting a box around them, or by listing all results in a separate table, etc.)
- Be sure to identify any possible sources of error and provide a discussion of whether or not you feel the errors are reasonable

- Discuss how well the theory has been illustrated. Identify any relationships you observed. Discuss how well the theoretical results match the experimental results.

Conclusion - in this section, you present a summary of your results and discuss your conclusions. This section should be concise and to the point.

- Be sure to go back and read your objective before writing your conclusion.
- Concisely state your final results (e.g. Transfer functions, gain values, time constants, etc.).
- State any relationships you found (e.g. The time constant determines the speed of the system response and affects the time required to reach steady state).
- Tie your conclusions to the objectives of the experiment. Was the objective for the experiment met?

Before you are finished – Run spell and grammar check. Read your report out loud to yourself after you print. This will help identify any awkward statements or run on sentences.

PAGE LIMIT: Your report must be limited to a ***MAXIMUM of five pages*** (plus the title page).

GRADING

	Points
Objective	10
Apparatus	5
Method	20
Data	10
Results and analysis	30
Conclusions	10
Professional presentation (Overall quality of report, grammar, spelling, neatness, organization, etc.)	15
	100