

CPE 301 - Lab Notebook Format

Your lab notebook consists of two books. One is a fixed-page BOUND BOOK and the other is a LOOSE LEAF BINDER. All of your written notes as described here should be in your BOUND BOOK. All hand-outs and reference data sheets should be in your LOOSE LEAF BINDER.

LAB TITLE – Include the date of the lab

"Lab 1", "Lab 2", etc. This must be at the **TOP** of the page in large text and be easy to identify. Each section heading (TASK, APPLICATION INSTRUCTIONS, WORKSPACE, etc.) must be written in large text, must be highlighted, or be otherwise easily identified.

TASK

Briefly state, in your own words, the task to be completed in the experiment. You may want to leave this section blank until the experiment has actually been completed.

APPLICATION INSTRUCTIONS

This part needs to be done in lab. This section contains the instructions for using the various applications. In some labs, we will not use any software, in which case this section will be empty.

WORKSPACE

This is the catch-all section of the report. This is the place to write whatever information, equations, calculations, etc that you may need for the lab.

Notes in this section should be cross referenced to your LOOSE LEAF BINDER where you will put the lab handout and any required reference or data sheets. For example, the lab handout for Lab 1 specifies that the truth table for the 74138 must be included. Your LOOSE LEAF BINDER is the place to put it. Your LOOSE LEAF BINDER is also the place to put schematics, computer code, diagrams, etc. The page you are reading now should be in your LOOSE LEAF BINDER.

CONCLUSION

In this section, you describe the two or three most significant things from the experiment. This should include any major problems or setbacks encountered, solutions or solution conjectures, and discoveries or insights that you might consider useful to be reminded of if you were to do the experiment again sometime in the future.

LIST OF INCLUDED ITEMS

Most of the lab handouts specify tables, figures, and other items that must be included in your LOOSE LEAF BINDER. In this section, put a brief list of all the required items that you have included.