

REPORTING REQUIREMENTS

Lab Notebook

All experiments require design effort. Consequently pre-lab thought and analysis are vitally important. You are required to maintain a laboratory notebook to record your design analysis and data gathered for experiments 1 to 6. Your notebook will be examined each week and assessed for neatness, clarity of exposition, design procedure and in-laboratory working log and analysis. This material will be graded and written feedback provided.

Full formal Laboratory Report

A formal report for each lab Ex's 2, 4 and 5 is due one week after completion of the experimental work or design validation, and must be typed on a **word processor**. Each report should contain about 4-6 pages of text. Each report must cover as a minimum the following topics:-

- What was to be done
- What were the design criteria/constraints
- Design Analysis
- Circuit of the design
- A Spice Netlist/Scheme and Spice output information where appropriate
- What was built, and how did it work
- What problems were encountered, and how were they rectified
- What would you do next time if faced with the same challenge
- How does the circuit compare with the Spice results

The report should start with an Abstract not to exceed 100 words which summarizes the work and which should be aimed at informing "Management" of what you are doing. Often in Industry this may constitute the most important section of the whole document.

Short Form Laboratory Report

Length

The maximum length of the report should be no more than 2 pages of text or analysis with possible additional pages containing drawings, software or other programming material where appropriate, or data in tabular form.

Required information as a header (short form report)

- (a) Name and that of your laboratory partner
- (b) Date that the laboratory work was performed
- (c) Laboratory number and title

Content

- (a) Goal
- (b) Design calculations where appropriate
- (c) Observations/conclusions

Both formal and short form reports will be graded and written feedback provided. Unsatisfactory reports will be returned to the student with a requirement that they be corrected and resubmitted. The report is to be written on the basis that the audience is technically trained.