

Guidelines for Graded Studio Reports

Preparation

- Similar to any other studio, prepare yourself by going through the preparatory materials (e-lectures, slides, notes, datasheets, etc.), and read the studio handout.
- It may help to save some time if you prepare a template beforehand to include necessary tables, etc., based on the studio handout, so that more time can be spent on the experiments.
- If needed, you may also prepare the MS Excel spreadsheets beforehand, and learn some of the needed features (e.g., plotting graphs).

Info to Include in Report Heading

- Name, student number, and group number (Group 1, 2, 3, or 4)
- Week, Studio number (e.g., Week 3 Studio 1), and Date

Content

- The content will be very similar to what you normally enter into your Learning Journal. However, you need to pay particular attention when answering the questions posed in the studio handouts, as marks are awarded based on your answers to these questions.

Submission

- Submit report individually; it is OK to discuss with other classmates, but you must answer the questions using your own words (**no copying – otherwise there will be penalty**)
- Either **PDF (preferred)** or MS Word format
- Upload to CG1111's LumiNUS webpage, into the folder:
 - **\File\Graded Studio Submission\Week X Studio Y\Group Z**
- The submission deadline is at the **end of the 3-hr studio timeslot** (i.e., 12pm for morning studios, and 5pm for afternoon studios).
- The following penalties apply for any late submission (out of 10 marks):

Minutes Late	Penalty
1-15 mins	–1
16-30 mins	–2
> 30 mins	–3

- Name your file in this format: **YourName_WeekX_StudioY_GroupZ.pdf**
 - Example: JackieChan_Week3_Studio1_Group2.pdf