

**Lab Notebook and Project Report Guidelines for EE 210**

Each group of two students working at a lab station should keep a lab notebook. Lab notebooks will be turned in periodically for grading and will be kept by the instructor at the end of the semester. A composition book with speckled black and white heavy cover is available through the department office for about \$1 dollar and should be used for the lab notebook.

Lab notebooks should be used to record what your group did in lab. Your notebook should otherwise contain the following:

***Names, Title, and Date*** When you begin a lab session enter the date, a title or topic, and the names of the people in the group doing the session.

***Circuit Design*** (analysis, equations, arguments, initial circuit diagram, and/or computer simulations used to select circuit configurations and component values as appropriate)

***Circuit diagrams*** Sketch all circuits which you build to try out. Include modifications. Circuit diagrams should have the proper symbols and values for all components. The diagram may be hand sketched or pasted in from Workbench, Matlab, or other source.

***Description of Experiments Performed*** This may be brief and it may be in outline form. Include enough detail so that you could reliably repeat the experiment.

***Comments*** This might include surprising or unusual events, questions, curiosities, other things of interest.

***Results*** A summary of experimental verification or computer simulation (and design iterations as appropriate).

**Notes:**

1. When writing, make the explanation easy for someone else to understand. When drawing schematics, draw them so it would be easy to construct the circuit from the schematic.
2. The notebook is supposed to be an "on the spot" history of what you did in lab. Don't take your notebook home to fill in later in a neater fashion.
3. Use tape or glue to put in figures. Don't use staples, paperclips, or loose sheets.
4. Do not leave blank pages or significant blank spaces in the notebook. Begin the next lab on the line after the last one ended.