

Lab Report Submission

Unless stated otherwise, each group needs submit one lab report that demonstrates completion and comprehension of each laboratory experiment. There is to be only one report per group.

Due Date: Unless posted otherwise, Lab Reports are due by midnight on the Friday of the week after lab exercise. The deadline applies to the electronic submission in the Carmen Dropbox (see next page for details). Late reports lose 0.5 points per day. Reports more than 2 weeks late will not be accepted. No submissions after the last day of class will be accepted. Only **.doc**, **.pdf**, and **.txt** document formats will be accepted. All group members are responsible for verifying that reports are submitted correctly.

Please submit your own work. The Carmen dropbox has an **automated plagiarism identification feature**.

Audience: You should write the report with the intention of presenting it to a job interviewer. Keep in mind that unlike your grader, the typical interviewer will not be familiar with the lab experiments.

The Lab Report should have the following sections:

1. Abstract

- a. brief summary of the lab and results
- b. In practice researchers use abstracts to understand the key aspects of a paper without having to read the rest of the paper detail. So make sure you concisely communicate everything you felt was important here.
- c. Always write the abstract last.

2. Introduction

- a. exercise purpose and background information

3. Theory (when appropriate)

- a. Include any and all calculations/equations you performed during lab, particularly the calculations needed to find the theoretical results.

4. Main Body

- a. Equipment settings and procedures
 - i. The amount of detail you provide on procedure will mainly be for your own benefit. You will have the opportunity here write a personal reference that you can use for future lab exercises.
- b. Experiment Results (may also be a separate section)
 - i. Please insert ALL figures and screen shots and any other Results in your report. This includes data above and beyond what is specifically requested in the Lab ReadMeFirst Document. Each item should include some title and/or caption describing the figure's contents. Data without explanation is worthless in the real world. For this reason, this is the most common reason students lose points on their reports. It is expected that you will document all of your lab results.

5. Discussion and Suggestions

- a. Answer all questions posted in the lab instructions.
- b. There needs to be at least enough discussion of the lab exercise to
 - i. convince the grader you understand what you were doing and
 - ii. to explain to someone unfamiliar with the exercise what you learned and accomplished.

6. Conclusion

- a. Write a take-away statement for the reader in a couple of sentences.

7. Acknowledgements

- a. Acknowledge what group member contribution. If someone is not pulling their weight make a note of it here.

8. References (when appropriate)

Carmen Dropbox Setup

Before submitting your first report, you will need to join a group on Carmen to access the group dropboxes.

1. On Carmen go to People->Groups
2. Select Link [Choose Group]
3. Select the bullet point for the Group with your lab section's day and time. The group number corresponds to the number on your lab bench. Then hit Select.
 - a. For example: if your lab section is Tuesday 3pm-6pm and you work at bench 5, choose the group labeled G1305 Tues 3pm Group 5.

You will only need to do this once a semester. Students who fail to register themselves with a group, will not receive a grade for reports. If you sign up for the wrong group, email the Lab Instructor to be removed from this group. Please include your name.# and the name of the group you accidentally signed up for.

Submitting Files to the Dropbox

1. On Carmen go to Activities->Dropbox
2. Select the appropriate dropbox link for the report.
3. Select My Computer on the left and drag the report file into box marked Upload.
4. Hit Done.

If you accidentally post your report to the wrong dropbox, please leave the grader a note explaining the mistake and submit your report to the correct dropbox.