

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/Canvas (see next page for details). Late reports will not be accepted. For make-up labs, no submissions after the last day of class will be accepted. Only the **.pdf** document format will be accepted. The report grade will be zero for either late submissions or if the report is submitted in more than one file. All group members are responsible for verifying that reports are submitted correctly.

Please submit your own work. Canvas 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.

NOTE: Beginning in Autumn semester 2018, 3/10 points on the lab report are earned based on proper formatting, content, and completeness of the report. If information is in the wrong section of the report, you will lose up to 3 points for the submission. For a complete guide to the report requirements refer to:

<https://ohiostate.pressbooks.pub/feptechcomm/chapter/5-technical-documents/>

The Lab Report should have the following sections:

1. TITLE PAGE

- a. Must include the Lab Number, Lab Title, Lab Date, Your meeting time, Your Lab Group Number and the name of ALL members in your Lab Group.

2. Executive Summary

- 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**. It will be easier.

3. Introduction

- a. State the purpose of the lab. Continue by explaining any theory or background information gleaned from the videos or support documents.

4. Experimental Methodology

- a. Equipment settings and procedures – Someone reading the document should be able to reproduce your results using the set-up documented here. You can also refer back to this information in future laboratories where the set-up must be duplicated.
- b. Include any and all calculations/equations you performed during lab, particularly the calculations needed to find the theoretical results.

5. Results

- a. Must be in a separate section. 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. All plots MUST have both axes labeled with parameter and units. This is the most common reason students lose points on their reports. It is expected that you will document ***all of your lab results***, not just the ones that are requested in the ReadMeFirst file.

6. Discussion

- 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.

7. Conclusion

- a. Write a short assessment of the outcome of the laboratory.

8. Acknowledgements

- a. Acknowledge what group member contribution. If someone is not contributing, make a note of it here.

9. References (when appropriate)

Canvas/Carmen Lab Report Submissions

Before submitting your first report, you will need to be enrolled in a Lab Group in Canvas. You will have the opportunity to enroll during your first lab. Otherwise, the Instructor must enroll you.

1. Open your LAB SECTION in Canvas. For the first lab report, verify that your enrolled in the correct Lab Group. Go to People-> LAB GROUPS, find your group, and the down arrow should display your lab group names.
2. From the lab section Home page, go to Assignments (on the left).
3. Select the Lab Report # you wish to submit.
4. Press the Submit Assignment Buttons.
5. Upload the PDF lab report file

You will only need to do this once a semester. Students who are not registered 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.