**Hints for Labs and Lab Reports**

1. **Lab Checks**: During a lab you will earn one or more check-offs (lab checks) from your lab instructor. No credit can be earned with a lab report, if the prerequisite lab checks are missing (No Demo, no score).

2. **Lab reports** shall have an introduction at the beginning and a conclusion at the end. The body of a lab report shall be structured to correspond to the steps in the assignment handout. See below for more on format.

3. The **assignment handout** is to be on hand as a reference while you do your work. Think of the assignment handout as the specification or the contract for your work.

4. **Test Data**: Verifying the correctness of your program requires the use of Test Data. These Test Sets need to be recorded in your report. It is a good idea to present the test data in a table, which is discussed in the text.

5. **Flow charts** are expected of you for all programs discussed in your reports. When you develop a program you want to make a flowchart for it and discuss the flowchart with your lab instructor BEFORE you write code. Frequently this means that you have to do a flow chart as a pre-lab, so that you can go over it with the instructor at the beginning of a lab session.

**Lab Write-Up Format for EEE 174**

**Cover Sheet** Put this information on the front cover sheet *in the following order*:

- YOUR NAME
- LAB COURSE (EEE 174) Section #
- LAB DAY (Monday, Wednesday, Thursday)
- LAB <name of lab assignment>
- LAB TITLE
- INSTRUCTOR’S NAME
- DATE DUE

**Lab Report Requirements:**

Put the Lab Sections in Order.

1. Description of this Lab program (what it is suppose to do).
2. Problem Definition and Flowchart (Pre Lab).
3. Listing File
4. Final Conclusions

The last page of the lab shall be the conclusions. The conclusions should contain concluding information about the lab experience. Suggestions of items to cover would be: your experience (good or bad), functioning of application software/equipment, the time it took for you to complete the lab, problems, failure/success, etc. Include how the lab helped you with the lab concepts and your suggestions for lab improvement.

**General Requirements**

- ALL reports must be **word processed**.
- Turn in your finish lab report to WebCT.