

EE 331 Lab Report Template

This document explains what is expected of a lab report. The report should clearly and concisely describe a technical task, which is the lab assignment, and what has been accomplished.

Each lab report should include the following **Items**:

1. A description of what this report is about
2. The objectives of the assignment
3. The accomplishments
4. Background material, such as modeling information, previous work, etc.
5. Organization of report, explaining what's in each section.
6. The lab experiments and results
7. Any problems or surprising results, and how you dealt with them.
8. Conclusions, summaries, and interpretations of the results wherever appropriate.
9. Concluding statements including summary of task, and any suggestions for future work.
10. References (bibliography), e.g., reference to the lab handout.

The report should be formatted as follows:

- **Cover Page:** The document should have a cover page that includes the following
 - Title. An example title would be "Report for Spring 2012 EE 331 Lab Assignment X".
 - Author. The author's name should be prefixed by "Author: ".
 - List of Lab Partners: This should be on the line below the author. The list should be prefixed by "Lab Partners:", and the names should be separated by commas.
 - Date: The date when the document was prepared.
- **Sections:** The rest of the report should be organized into sections with possible subsections. Note that any technical document should be composed of an Introduction, followed by the Body, and then the Conclusions. The Introduction and Conclusions should have their own section. The Body is one or more sections. Each section and subsection should have a number and title. The Introduction and Conclusions sections are typically titled "Introduction" and "Conclusions," respectively. The numbers for sections are 1, 2, ... Thus, the Introduction is section 1 and its title should be "1 Introduction". Subsections have

numbers too so that the numbers of the subsections of Section X should be X.1, X.2,

- **References:** After the Conclusions section, there should be a list of references. The list should have a title "References". Properly reference everything (you may also reference the lab handout). Use the IEEE Style of referencing.
- **Figures and Tables:** Have figures and tables centered and within the margins of the document. They should be clear and labeled. They should be numbered and have captions. They should be placed after their first reference in the text.
- **Technical Terms.** Italicize and define unfamiliar technical terms. This helps to make the document user-friendly.

A possible organization, although not the only one, is (here, "Item" refers to the items above):

- Introduction: includes Items 1-4, although background material could be in its own section
- Experimental Results: includes Items 5-8.
- Conclusions: include Items 9.
- References: include Item 10.