

ECE 2100 Circuit Analysis Laboratory: Notebook Requirements

version 26 August 2021

1. The notebook must be permanently bound (not loose-leaf) with a minimum of 60 sheets. Each sheet should have a square grid (*quadrille* ruled) and an 8½ by 11 inch paper size. If the pages are not numbered, please number at the outset.
2. Put your name, course (ECE 2100), section number, lab meeting day and time, and semester on the cover.
3. All entries must be made in ink. If changes have to be made on a page, the original material must be crossed out with a single line (not obliterated) and changes initialed and dated.
4. Every page of the notebook must be dated and contain material pertaining to only one experiment. The results of each part of the experiment must be reviewed and initialed by your instructor prior to dismantling your circuit as described in the course syllabus.
5. Any externally generated material such as spreadsheets, graphs or SPICE schematics or simulations should be taped or glued in place. Stapling is not an option.
6. Your notebook is a record of your work as done by yourself and in your own words. As such, it is unacceptable to cut and paste any material from the lab manual into your notebook. No text should be pasted in your book.
 - a. Use only your own words.
 - b. All figures should be either hand drawn or done using the recommended circuit simulation package.
 - c. All tables should be done by hand using a straight-edge or by using a spreadsheet.
 - d. All graphs should be either hand-drawn or done by a suitable software package. **DO NOT “CONNECT-THE-DOTS,”** that is, do not connect experimental points using lines, curves, etc.
7. Neatness and legibility are important.
8. The following information should be provided for each experiment:
 - a. Title
 - b. Experiment Abstract (summary of what was done)
 - c. Lab partner's name
 - d. Prelab calculations
 - e. Circuit schematics, including details of how instrumentation was connected to the circuit
 - f. Lab lecture notes and references

- g. Original data including equipment used and parts lists
 - h. Data analysis and calculations
 - i. Conclusions including
 - i. answers to specific questions and
 - ii. discussion of discrepancies.
9. As a rule, your lab notebook should be a stand-alone document describing your experimental work. It should be self-contained in that your instructor should never have to read the lab manual in assessing your work!

References

[1] R. V. Hughson, "The right way to keep laboratory notebooks," *IEEE Transactions on Professional Communication*, vol. PC-22, no. 2, June 1979, pp. 83-85.

Credits and Copyright

Adapted from material developed by current and former ECE faculty, including Professors Joseph Kelemen and Frank Severance.

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