MILLERSVILLE UNIVERSITY
Department of Applied Engineering, Safety & Technology
ITEC 364 – Digital Electronics
INSTRUCTIONS FOR PREPARING LABORATORY REPORTS

GENERAL SPECIFICATION
Reports must be word processed on 8-1/2 by 11 inch white paper, using only one side of the sheet. Each student is expected to write the report in his/her own words. Formal English is to be used. Correct spelling and grammar are important and reports may be returned if standards are too low! Proof read! Additionally, reports should be neatly done and presented in a clear, orderly manner with all pages stapled together in the order presented below.

REPORT STRUCTURE
I. Title Page.
   Top Half: Logistics-This will include the title of the laboratory and its number, student’s name, course title, course number, course section number and the date the laboratory report was submitted to the instructor.
   Bottom Half: Introduction-This will explain the laboratory in general terms. Think about the laboratory experiments purpose. Ask yourself the question: Why is it important to consider this information? This section should only be one or two paragraphs long. Do not exceed what is put on the title page (that is, keep it to one sheet of paper).

II. Results.
As you are aware, the labs for this class are contained within the required textbook, Digital Electronics. Follow the steps of procedures required for the lab. For example, Part 1, Step 1., Step 2., etc. Part 2, Step 1., Step 2, etc. I must be able to follow the basic outline numbering of the lab to be sure everything was properly covered. Include hand sketching (pencil is best) of logic gates or circuits as necessary. This section does not need to be word processed, but it must be neat and readable with all sections completed. Include units of measure (if any are needed) and provide any explanations, if requested.

III. Conclusion/Synopsis.
Try to answer the questions: What does it all mean? What were you to find? Were there problems, how did you overcome them? Do NOT simply repeat the results section! Make this section a summary of the laboratory experiment. You are expected to reflect on the experiments you conducted and draw conclusions based upon what you learned from the experiment. Apply what you learned from the lab, lectures, and readings as you complete this section. Be clear and concise. Focus on the overarching concepts and ideas. If you make a good effort here, you should be able to have an excellent study guide for the exams. Keep this to one page only! Do not go over one page, and you may select single or double spacing. However, you must cover the information. Details left out will result in points lost. Being concise is important, greater length does not mean more points!

SUBMISSION OF REPORTS
Reports are to be completed and handed personally to the instructor by the assigned due date. The instructor will lower grades when assignments are submitted late. Late work will be subject to a 25% reduction in the student’s earned grade. All work submitted more than 1 week late will not be accepted and will result in a zero for the assignment.

Revised: September 2014