EE 349 Laboratory Grading Policy

**Pre-Lab (30 Points)** Pre-Lab must be done before the lab period. You are responsible for showing me your Pre-Lab during the first 30 minutes of lab. If you do not show me your Pre-Lab you will receive a zero for the entire lab, not just the Pre-Lab.

Pre-Lab includes the following:
- Hand calculations - Place all hand calculation results in a table so I can easily see all calculations easily. If you have 10 pages of calculations, a table at the end of the calculations section will make it very easy to see your work.
- Hand drawn graphs
- Explanatory notes
- PSpice simulations
- PSpice results (numerical results and graphs)
- PSpice documentation should include enough information so that someone could repeat your simulations.
- Tables comparing hand calculations to PSpice results
- Printouts from MathCAD
- Anything else that may be important for any particular lab

**Laboratory Results (35 Points)** - Every lab has a check sheet of required measurements. You must make all the measurements and have me sign your check sheet for each measurement. If you have signatures for all measurements you will receive the 35 points.

Laboratory results must include:
- Scope traces
  - All scope settings
  - Measured from what circuit (show circuit diagram)
  - Where measured in the circuit
  - Channel A is what? Channel B is what?
  - Why measured
  - Numerical Values
- Give circuit diagrams for all circuits used in the lab.
- Give all figures figure numbers and refer to those numbers in your book.
- Paste all relevant data sheets in your notebook.

**NOTEBOOK GRADE (35 Points)** - Your notebook will be graded in the following lab period. We will have a conference to discuss your notebook. You are responsible for getting me to have the conference with you. If you fail to have a conference during the next lab period you will receive a zero for the lab.

In the conference we will discuss the quality of your notebook. This will include:
- Quality of pre-lab presentation
- Always use a pen when writing in your lab notebook. Pencil writing can be erased. If I see any pencil writing, I will erase it and assume that you did not do that part of the lab. *(Each pencil mark I find will reduce your grade by 1 point.)*
- Never use white-out. *(Each use of white-out I find will reduce your grade by 1 point.)*
- Explanatory notes - could someone reproduce your results with the information in your notebook.
- Explanation of procedure
- Initial and Date each completed page in your notebook.
- Tables comparing measured, calculated, and PSpice results.
- Presentation of results (graphs, scope traces, PSpice, Etc.)
- Your notebook should have a summary section for each lab. The summary should be neat and very readable. You should have tables that summarize calculated, measured, and PSpice results. I should be able to easily find any measurement and see how it compares to measured, PSpice, and calculated numbers. If it takes me more than a few seconds to find a result in the summary, I will assume that you didn't make the measurement. Your notebook may be disorganized, but the summary should have all the important information presented in a report like fashion.