All lab reports must be prepared using a computer. Handwritten lab reports are unacceptable and will not be graded. Hard copies of lab reports are due at the start of your next scheduled lab session, unless otherwise indicated by the lab TA or Dr. Webster. Grades for reports submitted late will be reduced by 20% for each day late. Lab reports must contain the following components. Points will be lost for missing sections as indicated below.

**Title page** (5 pts)
- Course and lab section
- Lab Title
- Student Name and Date
- Group members for lab session

**Table of Contents** (5 pts)
- Must include page numbers and all report pages must be numbered

**Introduction** (10 pts)
- Provide overview of lab session (be sure to write in your own words – do not copy from lab handout!)
- Why is this topic important and what are some practical applications?

**Procedure** (5 pts)
- Describe step by step what you did in enough detail so that someone else could reproduce your results.
- If you do not feel that you can explain the procedure differently, then it can be copied from the lab handout, but you must clearly state that it is.

**Raw Data** (5 pts)
- Include raw data tables (from lab handout) filled in with the data you collected in the lab session. These can be scanned in and included within your lab report, or included in an appendix. Be sure to provide appropriate captions to all tables, and add appendices to your table of contents as needed.
- Provide a brief description of the data.
Data Analysis Results (30 pts)
- Show all calculations (or example calculations as appropriate).
- Provide all graphs asked for in the lab handout.

Discussion (25 pts)
- Answer questions posed in the lab handout.
- Discuss if the results make sense and/or match your expectations based on your knowledge of the subject.
- Discuss any possible sources of error between your results and those expected. Discuss possible solutions if appropriate.
- Discuss possible error sources in practice.

Conclusions (10 pts)
- What do you conclude based on your results?
- Provide recommendations for practice as appropriate.

References (5 pts)
- If you refer to the textbook or other sources, then list them here.

Additional Deductions:
- Spelling errors -1 pt each
- Clarity of Figures (i.e., graph axis not labeled, no legend, symbols too similar) -2 pts each
- Clarity of Tables (i.e., no column/row headings, no units) -2 pts each
- Missing captions on figures/tables (caption must include a figure/table number and a brief indication of what the figure/table contains) -2 pts each