

Formal Lab Report Guidelines

ECE 3042

Grading Rubric

Section	Points
Technical Content / Correctness	15
Flow / Organization	15
Effective Graphics	15
Writing Style / Readability	15
Formatting	10
Audience Appropriateness	10
Overall Effectiveness of Report	10
Homework Completed	10
Total	100

Is your document better developed, more nuanced, more insightful, and more reasoned than a lab report?

Technical Content / Correctness

- Clear explanations of procedures and underlying theory
- Correct analysis / explanations of equations, figures and results

Flow / Organization

- Suggested Outline
 - Introduction
 - Theory of Operation (Background)
 - Procedure
 - Results and Analysis
 - Summary / Conclusions
 - Appendices
- Logical paragraph divisions and ordering

Effective Graphics

- Figures properly captioned
- All axes properly labeled (include units)
- In-text explanations of graphics
- When possible, figures should be on the page that references them in the text
- Data not directly referenced in the text should be reserved for appendices

Writing Style / Readability

- Correct grammar / punctuation
- Avoids personal pronouns
- Transition words / phrases between ideas

Formatting

- Section headings in a bold, distinct font, and easy to read
- Consistent text styles throughout
- Easily differentiable heading levels

Audience Appropriateness

- Terms and procedures defined as necessary
- Anticipates reader questions

Overall Effectiveness of Report

- Net value of document to reader

Homework Completed

- Lab procedures completed and on time