

EE 481/581 Microwave Engineering (Spring 2019)

Lab Policies

- Undergraduates may work alone or in pairs (one logbook). Graduate students must work alone.
- Late laboratory assignments will incur up to a 10% /day penalty.
- Students may discuss laboratory assignments in general terms with classmates. However, blatant copying, plagiarism, ... (without proper referencing) is not acceptable and will be penalized.

Laboratory logbook guidelines (see Figure 1 for examples):

- Each person/group will keep and use a bound logbook (**NO** spiral bound notebooks) for lab work.
- On cover, **prominently** put **EE 481L or EE 581L Microwave Engineering** (as appropriate), **Spring 2019**, and **your name(s)**. If multiple logbooks used, add **Logbook x of y**. It is a good idea to put some contact information on or inside the front cover in case you misplace your logbook.
- **All** entries should be in **ink** (black/blue preferred) and **only on the fronts of pages** (writing on the back of pages will be ignored). Backs of pages may be used as scratch paper. **No** pencil entries, erasing, obliterating, or using white-out to obscure any entries. Errors should simply be crossed out with a single line.
- Make a **Table of Contents** (TOC) on the first page with labeled columns- Lab number, Lab Title, Date(s), and Page numbers (**both** start-finish).
- **All pages**, whether used or not, in logbook should be consecutively numbered in upper right-hand corner.
- **Never** tear out pages, have loose pages/materials, have material overhanging logbook pages, or insert multiple pages that are not individually attached to logbook pages.
- Start each lab by attaching the lab assignment sheet in the logbook.
- Show all work completely in the logbook. For repetitive calculations a single sample is sufficient.
- For experimental work, **lab partner(s)**, **equipment list** (description, brand, & model #s), time & date ... should be listed, as applicable. Also, block diagrams of circuit(s) & test setups(s) used for measurements should be drawn/specified.
- Writing/figures/graphs must be **legible** (spread out, don't squish lines together) and of a **readable** size (large)- if your work can not be read or is unclear, you will not receive credit.
- As applicable, figures/tables/graphs should be captioned (number and title), labeled (i.e., names & units on axes), scaled (i.e., numbers on axes), and clearly drawn. Figures, graphs, printouts can be electronically generated and taped/pasted into logbook. The bottoms of figure/graph/table(s) should be oriented toward the bottom or right-hand side of the page.
- Where applicable, use conventional engineering units & prefixes (i.e., MKS) as given in class and text. For example, 1.253 mW and 100 MHz **not** 0.001253 W and 10^5 kHz. Answers with missing or incorrect units are incomplete/incorrect.
- Answers should be boxed/double underlined, in **decimal** format if a number (no fractions) with variables, values & units (if any) included. Also, use lead zeros for fractional answers. For example, " $V_x = 0.4 \text{ V}$ " **not** " $V_x = .4$ " or " $V_x = 2/5 \text{ V}$ ". Typically, 4-5 significant digits are used.
- Logbooks are not supposed to be a mystery, just ask if you have questions!

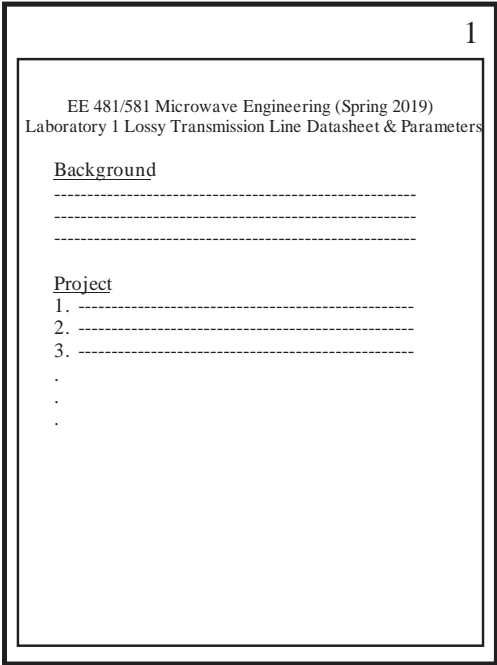
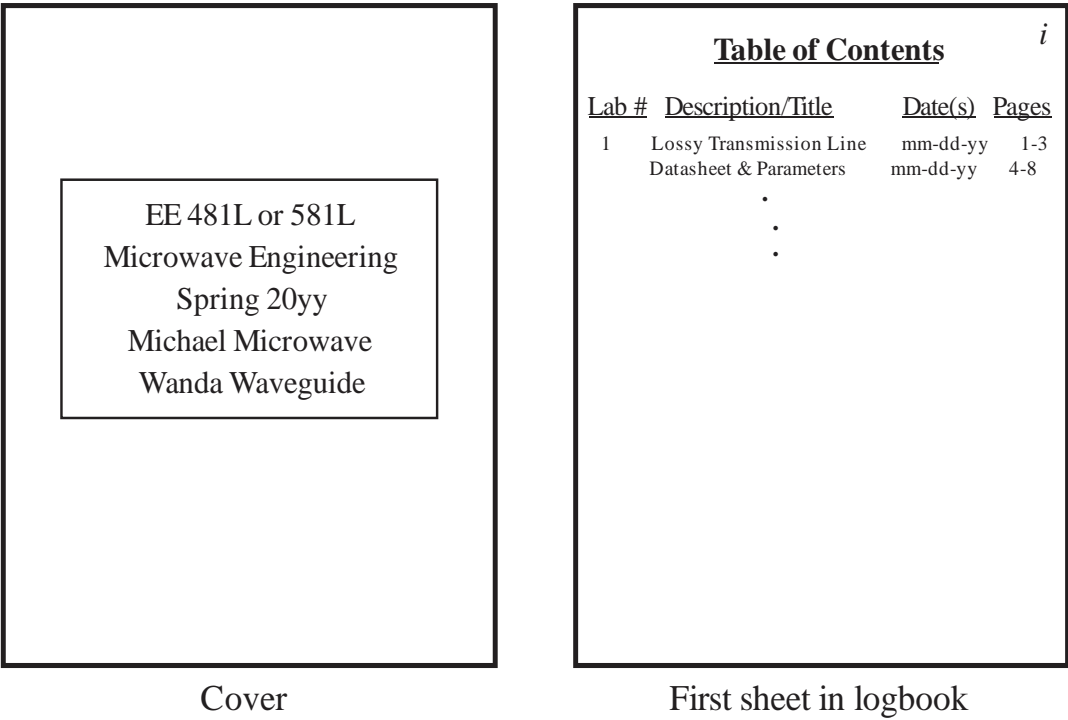


Figure 1 Laboratory Logbook examples