Computer and Electronics Engineering Technology

Lab Book Guidelines for CEET1140

Keeping a proper lab book is important because it can be used in a court of law to establish ownership of intellectual property. You are required to use a lab book in CEET1140 and to follow the guidelines listed below.

General Guidelines

1. Lab books must be bound such that pages cannot be inserted or deleted without leaving evidence. Three ring binders, spiral bound notebooks or books that use glue bindings are not acceptable.
2. All pages must be numbered. If the lab book does not have pre-printed page numbers, it is acceptable to number each page by hand as it is used.
3. All work must be legible and in ink.
4. Printed work may be included in the lab book if it is glued or taped such that it cannot be removed without leaving evidence.
5. Each page must be signed (or initialed) and dated as it is used. If a page contains work from different dates, it must be separated with horizontal lines, and each section must be signed (or initialed) and dated.
6. Blank pages or large blank spaces are not acceptable. If you wish to leave a blank page or large blank space, draw a diagonal line from one corner to another, then initial and date it.
7. Do not obliterate. Obliteration is defined as (a) overwriting something, (b) scribbling out something or (c) using white-out to cover something. The correct way to handle a small error is to strike it out with a single horizontal line. For large errors, use a single diagonal line. If the strikeout occurs on a different day, then it must also be initialed and dated.
8. Use your lab book as a workbook. Do not transfer notes from scratch paper into your lab book.

Guidelines Specific to CEET1140

9. Start each lab at the top of a new page. For each lab, write a title, lab number and a short description.
10. Use the first page in your lab book as a table of contents. Each time you start a lab, add an entry with its title, date and page number.
11. All components in a schematic diagram must be labeled either by value (e.g. 10KΩ, 330pF) or by reference designator (e.g. R1, C1) where the value for each designator is given in a table.
12. Conclude each lab with a signed, dated summary or conclusion that briefly describes how your circuit performed. The summary should also mention what problems were encountered and what, if anything, can be improved.