This format should be followed for all ME 144L laboratory evaluation submissions. The laboratory evaluation (LE) is not a laboratory report in the conventional sense. The LE responds to specific questions about methods and results from a lab experience. Here are some requirements on format and content for this course.

1. All assignment submissions must be typed or neatly hand-written (not cursive), and should not have a cover page. All pages must be stapled (upper left).

2. The first one or two pages of every LE submission must include only the heading and the summary as described below.

3. The first page must use the heading format shown below.

   Name: your name   Class: ME 144L   Lab:no.   Page: 1/n
   LP: lab day/time   date
   TA: TA Name

4. It is recommended that the LE summary be completed after the LE questions have been answered, but it should appear at the beginning of the LE. The summary should provide a synopsis of the objective, scope, and one to three sentences describing the lab setup. The summary should be no more than two pages, and may reference specific figures, tables, graphs, etc., in your LE responses. Briefly explain any models used, key results, procedure(s) used, and conclusions from the experiments or other studies/analyses undertaken. The summary may include an assessment of the relative success of the laboratory work undertaken and recommendations for improving any methods and procedures.

5. Subsequent pages of the pre-lab or LE should be used to address specific LE questions and problems (appropriately numbered). These pages must use the first line of the heading format.

6. Any figures, graphs, or tables included in the assignment submission should be described in writing and fully interpreted. It should not be left for the TA to interpret the results. The quality of presentation will be graded.

7. All figures should be neat, legible, and identified with a number and a title. Figures should be original work and should not be copies of figures from the course materials unless altered and properly cited.

8. Graphs should be labeled, with data points used to represent raw data and lines to represent results from theory (equations/formulas/etc.). Data points may be connected with lines to help a reader interpret trends. Results from model simulations should be drawn with lines with points to emphasize the discrete nature of digital simulation.

9. Tables should be used to present data collected in the laboratory and should be labeled and referred to in the text to explain relevance. Extensive raw data should be put in an appendix as needed, with reduced results in the body of the report.

10. Use engineering judgment when specifying significant digits and use proper units.

11. As needed, additional requirements may be provided with a specific LE by the TA.