**Submission Deadline Policy & Extended Deadline Approval Form**

**(Remove This Page if Not Applicable)**

**Default Deadline:**

The standard submission deadline for lab reports is **one week after the date you performed your experiment**.

**Extended Deadline Cases:**

You may be permitted to submit under a new extended deadline only in specific cases, such as:

* Attending the lab in another section (with valid excuse).
* Being invited by the instructor to resubmit your work.
* Discuss with your instructor for other cases.

**New Extended Deadline:**

If an extension is approved, the new deadline will be **one week after the date you performed the experiment** in the other section or the date you were invited to resubmit. The non-business days will be included in the new deadline.

**Important:**

If you are granted a new extended deadline, **retain this page and fill in all required information**.

If you are not granted a new extended deadline, **remove this page** before submission.

**Student Information**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Original Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Original Group Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of The Original Experiment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extended Deadline Approval**

* Did your lab instructor approve a new extended deadline? Answer with Yes or No (you are not permitted an extended deadline without approval): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Reason for New Extended Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Experiment Information:**

* Date Performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Group Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Class Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Comments or Details (if any):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Write Your Comments Here (If Any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experiment Title

Student Name

Affiliation (e.g., Senior, Computer Engineering, ECE department, Missouri S&T)

Email address (must use a domain that match your affiliation)

1. **Objectives**

Start by stating the experiment topic in a very upper-level statement. Then state the specific goal(s) questions that you intend to answer in bullet points. Reader should be able to understand experiment scope and questions to be answered by reading the objectives section. Example:

“In this experiment, we intend to investigate analog multimeters, more specifically:

* We test various methods to measure the internal resistance of an analog multimeter.
* We design shunt resistors and use it to extend the range of analog multimeter.
* We test the sensitivity of the analog multimeter using ohm/voltage analysis.”

1. **Procedure**

The “Procedure” section is intended to state the experimental steps such that the experiment is **reproducible**. You might need to insert figures (e.g., circuit diagrams) to showcase the circuit you are building. Don’t refer to the circuit from the experiment manual, you need to showcase the circuit diagram in this report. For the procedure section, you need to state equipment, and values of components you have used in the experiment; note that this is only applicable in the procedure section of the informal, for the methodology section of the formal report you need to state the values and equipment in the numerical results section of formal report only.

Format this section by dividing the procedure into subsections that indicate each part of the experiment. For each subsection, write the experimental steps of each subsection in bullet points. Example:

1. *Part-A*
   * 1. Step-1
     2. Step-2

… etc.

1. *Part-B*
2. Step-1
3. Step-2

… etc.

1. *Part-B*
2. Step-1
3. Step-2

… etc.

1. *Part-B*
2. Step-1
3. Step-2

… etc.

1. **Results**

For the results section in the informal report, you need to directly (i) state your results, (ii) state errors in measurements, and (iii) comment on the error. Use professional figures/tables to express your results.

No need to define experiment settings or parameters values; in the informal report, you need to report these details in the procedure section. No need to define evaluation metrics. For EE2101 informal reports, it is assumed that students will use the simple error formula provided in the previous slide. If you choose to use a different formula, you must clearly state it. No need to state theoretical derivation of the theoretical values.

1. **Discussion**

The lab manual will include questions related to the experiment measurements/concepts, these questions should be answered in this section. Moreover, your instructor might assign other question that are not listed in the lab manual. These questions should also be answered in this section.

Follow a question and answer structure for this section, directly write the questions and then answer the questions. Example:

**Q1. Question-1**

A1. Answer to question-1.

**Q2. Question-2**

A2. Answer to question-2.

… etc

You will be using equations in this section and potentially other sections of this report. Equations should only be via Math Mode of MS Word. An example of a proper equation written via the Math Mode of MS word is shown below. Note that it is recommended to insert your equation in a new line rather than within the text of your paragraph.

After inserting any equation, you must explain the notation if you haven’t done so before. For example, after the previous equation you should start the next paragraph with “where V is the voltage, I is the current, and R is the resistance.” Note that how I used the same notation consistently for explaining my equation (i.e., V not V). If there was a notation that is has been already defined, you don’t need to define it again. For example, consider inserting this second equation, note how I don’t need to define and again.

where is the power.

You might need to insert figures/tables in the procedure section, results section and discussion section. When inserting a figure, you need to choose a figure with high-quality if possible. A high-quality figure has the following aspects: (i) it should not be pixelated or blurry figure, (ii) the information displayed in the figure (e.g., text, numbers, notations, … etc) should be easily readable, (iii) the background of the figure should match the background of the page (e.g., white page in this case), and (iv) the figure format should be consistent; for example, if one figure use color red to draw the DC power supply, then all your other figures that have DC power supplies should have the same art style; also, if one figure use the notation for the power supply, then all your other figures as well as your equations should use to express power supply voltage. The figure should be placed (positioned in the page) appropriately, it is recommended to place your figures on the top of your page. The top space of your page has the space to hold two to three small square figures or one wide rectangular figure. When placing a figure you must do the following: (i) the figure must always have an identifier and caption. The caption is the description of the figure that appear under the figure. The identifier is a unique name of the figure identifier that procced the caption (e.g., Figure 1: caption) (ii) you must cite your figure in-text. This means that after placing your figure and adding the identifier and caption you must call the figure in-text (e.g., Figure 1 shows this and that). Placing a table on the other hand follow a similar procedure with one noticeable difference that the table identifier and caption appears on the top of the table.

1. **Conclusion**

This section should include one paragraph that include the following: (i) Summary of Key Findings – briefly restate the main results of this experiment. (ii) Limitations – mention any constraints or factors that may have affected the results.

##### **Acknowledgment**

This section is optional, you might use it if you want to acknowledge any support or help you received to make this experiment, process the data, or gain the necessary theory. The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g”.