**Lab Notebook Guidelines**

Laboratory notebooks serve as a record of lab and research activity. In school, as well as in industry, the notebook is an important record of ideas, designs, and technical work. It is also a *legal document*, which can be subpoenaed as evidence in lawsuits. Although note expected to be works of art, most companies (and EE 262) demand a professionally kept notebook.

Buy a *quadrille ruled, hardbound*, notebook for this class. Sequentially number pages front and back. Paste the notebook coversheet grade table inside the front cover. Write your name and contact information inside the front cover. This can be used to contact you if your notebook becomes lost. Leave the first two pages for a *table of contents*. Update the table of contents as you complete each lab activity.

Use *pen* as you feel comfortable when writing in your notebook. Digital circuit schematics may be drawn in pencil but the use of PSpice schematic drawings is preferred. *Mistakes are lined-out*, not obliterated or erased, and do not use white out. Provide the *date* and list eyewitnesses (*lab partners*) when entering new information. For this class you may paste or tape lab procedures into the notebook. Overlap pasted entries with the notebook bound page with your *initials and date*.

Do *prelab exercises* directly in your notebook. Prelab results are then readily available to compare to lab measurements.

The notebook should *provide a complete and accurate description* of laboratory activities, showing *drawings and sketches* of circuits (or other equipment setups) including connections to test equipment and *textual description* of measurement procedures. Adhere to digital logic schematic standards; that is, always *provide unit, part, and pin numbers* for any circuit schematic that includes an integrated circuit. Logic gates are to be drawn to *show function* in the circuit. Ask yourself, “Could I repeat this experiment in all its detail one year from now using only my notebook as reference?” If the answer is ‘yes’ then the level of detail is appropriate.

Record data in tabular format. Use explanations linking measured data to the description of the measurement. Always use appropriate *units of measurement*. Compare data to theoretical predictions using *tables* and or *graphs* as appropriate. Clearly label tables, graphs and graph axes.

The notebook is to be *legible*. It is not useful or believable otherwise.

When the notebook is kept correctly, studying for exams and writing lab reports are a breeze.