

## ***Example of a typical LONG LABORATORY REPORT CHECKLIST***

### **TECHNICAL CONTENT ( /50%):**

- **Is the Analysis Correct?** ( /30) *Are the different requested work items included and are they correct and complete?*
  
- **Supporting Documentation** ( /20) *Are the documents necessary to support your results, analyses, and conclusions included in the report? Is the original data included?*

### **TECHNICAL REPORT (LONG FORMAT) ( /50%):**

- **Transmittal Letter or Memo** ( /3) *Are the following included: a statement of the report title, a statement of the purpose of the report, reminding the reader of why, when, and whom authorized the report, a summary of the main subject of the report, acknowledging other contributors?*

- **Title Page** ( /2) *Does this page give a descriptive title, course number & title, author, partners, submitted to, dates of the experiment and report submission?*

- **Report Contents** ( /2) *Are the following tables included (as necessary): table of contents, figure list, table list, and symbol list?*

- **Abstract** ( /5) *Is this a concise description of the experiment, results, and conclusions?*

- **Introduction** ( /5) *Does this section outline the experiment's objectives?*

- **Theoretical Background** ( /5) *Does this section present the theoretical basis and the required mathematical developments? Summarize only the essential features here.*

- **Procedures** ( /5) *Does this section detail the experimental apparatus, instruments, the experimental procedures and the analysis procedures?*

- **Results** ( /5) *Does this section present the data in a concise manner, outline the performed calculations, present the statistical analysis, and display the results in a condensed form? Are experimental values compared to known or theoretical predictions?*

**Example of a typical LONG LABORATORY REPORT CHECKLIST (continued)**

- **Conclusions** ( /7) Does this section summarize the results, limitations, and applications? Are sources of error identified?
  
- **References** ( /3) Does this section present all the sources of information that were actually utilized by the author in this report in a standard format?
  
- **Appendices/Attachments** ( /3) Does this section include the original data, data reduction spreadsheets, details of derivations, sample calculations, error analysis, and detailed visuals as needed? Does each appendix or attachment have its own title?
  
- **Editing and Format/Visuals** ( /5) Does the text of the report reflect careful revision and editing? Does the report embody effective document design principles? Are visuals (graphs, charts) and tables used appropriately?
  
- **Grade** ( /100%):