Lab Report

TO: Rachel McDaniel
FROM: List all names with the first one being the team lead for the week
DATE: Assignment due date
SUBJECT: This should be descriptive and brief. It is similar to the subject line in an email.
ATTACHMENTS: List Attachments
Attachment 1 – Additional Requirements

The following sections are required for all lab reports.

Introduction
The lab report should begin with an introduction paragraph. This section should provide a general overview of the lab report. It includes information such as the purpose of the lab, the problem that was addressed, and/or any relevant background information. Do not reference equations, tables or figures in this section.

Theory and Analysis
The next section of the lab report should include information about the theory and analysis used in the lab. The theory does not need to be excessively detailed, but should include the key concepts used in the lab. It should follow a logical flow. Any relevant equations should be presented here. Any assumptions made should be stated in this section.

Results and Discussion
The third section is results and discussion. It should include the results along with the any conclusions that can be made from the results. What values were obtained? What does it mean? All figures and tables must be referenced in the text. For example, “… as shown in Figure 1 … ”

Conclusions and Recommendations
Your lab report should end with a summary of the conclusions drawn from the lab results and provide recommendations where appropriate. Additional requirements for the lab report can be found in Attachment 1.

Attachments (if needed)
ATTACHMENT 1 – Additional Requirements

1. Information should be conveyed in a clear, concise manner.
2. The team lead should write their name first and in bold in the “FROM:” line of the lab report.
3. Appendices should be titled (e.g. Appendix 1 – SCS Curve Number Methodology and Equations)
4. Each figure or table must have a caption. Captions should be full sentences and fully describe what is being depicted.
5. Refer to all figures and graphs in the text of the lab report.
6. Define all variables in an equation; however, if you have previously defined a variable, you do not need to repeat the definition.