MTH 346: Lab Report Guidelines

Your lab report is a summary of the findings of your lab team. There are three parts to completing your report:

1. A first draft of the report is turned in both to the instructor and all team members (email is ok). The draft should be as near complete as possible. Ideally all research questions and proofs are finished and it is ready except for last minute edits. It is the responsibility of the entire group to get work done in time for the report writer to write the draft. It is not the job of the report writer to complete unfinished work by themselves.

2. Team members are required to read and comment on the draft. Comments are due back to the report writer by the next class period. Comments will be checked off as completed/not completed. Email is ok, but cc Cheryl.

3. The report writer should revise the report as per the comments submitted by team members. In the case of a conflict, the team should consult to decide on the course of action. A final draft is due to the instructor. The final draft should adhere to the following lab report guidelines.

   - You are expected to type your report and each person must write at least one report in LaTeX (see below). Handwritten reports that are difficult to read will be returned without a grade. You should write in complete sentences using correct grammar and spelling. Your report should include the following:
     - Lab Cover Sheet: The cover sheet is slightly different for each lab and can be printed from the website.
     - Introduction: This section should be a well organized, easy to read summary of the important ideas covered in the lab.
     - Answers to Research Questions: This section should answer all of the research questions and include proofs to any conjectures. You should include any relevant work, examples, and counterexamples. If you cannot provide a proof for your conjecture you should give evidence as to why you think your conjecture is true.
     - Answers to Exercises: This section should answer all of the exercises asked within the lab.
     - Conclusion
     - For each report, the following points will be allocated (see the Lab Scoring rubric for explanation of how points are given):
       * Presentation: 6 points
       * Introduction: 6 points
       * Research questions: 6 points each
       * Exercises: 3 points each

Note: Each person must type at least one of their final lab reports in the mathematical typesetting language LaTeX. A sample report with code can be found on our class website and you may come to office hours to ask me any questions about LaTeX.

Because those new to LaTeX may take extra time to write the final report in LaTeX I offer the following to the report writer writing in LaTeX for the first time:

1. You <u>must</u> get the draft done on time. If this means you write the draft in word and the final document in LaTeX that is fine, but I would instead recommend you attempt the draft in LaTeX to avoid duplicating work. If you find you cannot figure out how to type some of your equations in LaTeX and don't have time to get help before the draft is due, you can leave large spaces in the document and hand write the equations in the spaces.

2. For the (first) final report you write in LaTeX, if you get it in on the due date you will extra credit points equal to 10% of the lab score. If you get the report in within 2 days of the due date in LaTeX, you will get full credit. After two class days of lateness, you will loose points equal to 10% of the lab score per day. Team members other than the report writer are not eligible for extra credit, but will not be penalized for the report writer turning in the LaTeX document late.

3. The above item applies only to the report writer writing in LaTeX for the first time. If you do a second lab report in LaTeX you must adhere to all deadlines for full credit.