

## INDIVIDUAL COMPREHENSIVE LAB REPORT (Report type R-3) (revised 7/15/2011)

The INDIVIDUAL COMPREHENSIVE LAB REPORT format is typical of reports that would be intended for reporting experiment results within an organization or to another but closely allied organization. Formality is not generally needed so the report body is typically in memo form. The description of the analysis and the results and conclusion of relevant points is still important so those sections should fully explain what was done. The attachments containing the data and results are also very important since others in the organization may need to check the work or select data relevant to some specific task they need to do.

The individual student memo lab report should include:

- memo (1½ – 2 pages)
  - header
  - with descriptive subject field
- body text explaining
  - group member names and the date(s) the lab work was done
  - reference to procedure followed
  - deviations from referenced procedure
  - analysis performed
  - results
  - conclusion/recommendations
- supporting documentation
  - summary of results
  - data, graphs,
  - sample calculations

For more information about this style of report, please refer to [http://www.siu.edu/engineering/civilengineering/pdf/Interoffice\\_Memo.pdf](http://www.siu.edu/engineering/civilengineering/pdf/Interoffice_Memo.pdf).

For the supporting documentation see [http://www.siu.edu/engineering/civilengineering/pdf/Report\\_Attachments.pdf](http://www.siu.edu/engineering/civilengineering/pdf/Report_Attachments.pdf).

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### G-3 GRADING SHEET FOR INDIVIDUAL COMPREHENSIVE LAB REPORTS (R-3)

Course No. \_\_\_\_\_ Report No. \_\_\_\_ Group No. \_\_\_\_ Student \_\_\_\_\_

|  | Score      |
|--|------------|
| 1. MEMO BODY   | _____ / 20 |
| a) Readability (neatness, spelling, sentence structure, etc.)                          |            |
| b) Completeness, organization  |            |
| 2. SUMMARY OF RESULTS  | _____ / 10 |
| a) Correctness (agreement with data sheets, significant figures, etc.)                 |            |
| b) Completeness, organization  |            |
| 3. APPENDIX  | _____ / 20 |
| a) Sample calculations typed data analysis, correctness, organization, units, etc.)    |            |
| b) Data sheets (required raw data, computed results, significant figures, units, etc.) |            |
| c) Graphs (title block, format requirements, curve fitting, proper labeling, etc.)     |            |
| Total Points   | _____ / 50 |