

## ENGR 1202 – Computer Engineering

### Lab Checkoff and Report Guidelines

Students, please familiarize yourselves with the following guidelines:

- One lab report and one lab checkoff sheet per group.
- Your name must be on the lab checkoff sheet in order to receive credit for lab checkoff.
- Your name must be in the report in order to receive any credit for the report submission.
- Reports submitted past the deadline will not be accepted. Not even a minute late. No exceptions. Coordinate with your group to make sure someone submits it on time.
- Students will not receive credit for lab checkoffs if the TA does not personally witness them upload their code. (This forces the students to bring their code so that the TA can review/reference it)
- *Students are required to include their code used at checkoff in their reports to receive any credit for submission (meaning, the code submitted in the report must match what happened at checkoff).*
- Students will lose points for report submissions that are not in PDF format or don't adhere to the following naming convention:  
ENGR1202-AssignmentX-lastname1-lastname2.pdf (where X = the assignment number)
- Code should be well commented when submitted in the report.
- *Lab reports should explain, in detail, how the code/circuits work and what they do. This is separate from the comments in your code, and includes if the code completed the lab or not.*
- Lab reports should describe any problems encountered while doing the lab. If the students had no issues performing the lab, the student should state that in their report.
- Students will lose points for grammar and spelling mistakes in their reports.