ENGINEERING NOTE BOOK INSTRUCTIONS
LGH 1-18-05

Below are descriptions of three types of notebooks. The third one is the description of the one to be used in EE499.

Engineering Lab Notebook: This note book is used to record experimental parameters and results. Typically it is kept near the location of the experimental apparatus and the most common one are the little green notebooks commonly used in various laboratory courses. The pages are graph format. In these cases, entries should be dated and signed. No blank pages should be left between entries, if they are, they should be crossed out. Graphics can be glued into them to record graphs and such. All entries should be made in ink.

Engineering Notebooks for proof of Intellectual Property (IP): This type of note book may be spiral or bound but the design should reveal if any pages are torn out. Like the lab notebook, the entries are done in chronological order with dates, page numbers and signatures. Initials and dates are used to indicate changes. The idea is to prove that an entry was most likely entered when it was. All entries should be made in ink.

Engineering Notebooks for EE499 Senior Design: For our purposes, we are doing a variety of things beyond recording experimental data or IP documentation. So the notebook design should be practical for this course but also be efficient for the purpose of achieving high quality design. Most of your tasks will be recorded in your engineering notebooks and as such be graded. We recommend using the 3 hole paper, stored in a folder like cover. This way, you can prepare entries either by hand or via a printer. The sheet size should be the standard 8.5” x 11” paper. Entries should be initialed and dated. For the given date on each page, the pages should be numbered starting with 1 through N pages. The entries should be neat, concise and understandable. If there are graphs, they should have all axes labeled and indexed with a caption and unique figure number, related to the date of the entry.