

Engineering 232: Experimental Mechanics
Semester II, 2003-04

Laboratory Regulations

1. Laboratory Log Book

1. Every student in EN232 should keep a laboratory log book and hand in the log book with each laboratory report. The log book will be provided. (The log book must be a bound one. Collection of sheets in an easily removable folder or a folder ring binder is not regarded as a log book.)

2. You must have your log book with you at all times during the lab session.

3. One third of the grade for each laboratory report will be based on the log book.

4. All pages of the log book should be pre-numbered before it is used. On each page, when it is used, the date, time and location of writing should be indicated. If it is written by another person other than the owner of the log book, the writer's name should be written down on the page.

5. If you paste copies of drawings, short paragraphs of articles and data from other sources, then you should write down the source reference on the page.

6. If some items such as specimens, computer out-puts and photographs are stored separately, they should be numbered properly and the numbers should be written down on the corresponding page of the log book.

7. You may want to write in the log book in a certain organized pattern. Engineers and scientists in research laboratories typically use one side of the page for keeping experimental data and drawings. Key ideas and useful formulas are written down on the other (opposite) side of the page.

2. Drawing

You may want to use engineering drawings for presenting and describing details of specimens, parts of machines and equipments, using a CAD (Computer Aided Design) program. A CAD program called "Solid Work" is available in the Undergraduate Computing Laboratory.

Carefully READ this laboratory regulations and all other distributed papers regarding each experiment BEFORE you come to laboratory.

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3. Report Writing

1. It is *highly recommended* that you use a word processing program to write a laboratory report. The data presentation and processing may be carried out by using some convenient software programs such as Excel, MAT LAB, or Mathematica, etc.

2. The due date of each laboratory report will be announced. Late reports will not be accepted.

3. While technical discussions between students, regarding the subject of the laboratory experiment, are encouraged, copying a part or whole of another student's report is prohibited. One report and log book must be turned in per student (rather than per group).

4. You should include the following in your laboratory report.

- (i) Brief summary and/or introduction
- (ii) Description of experimental setup and procedures
- (iii) Data analysis.
- (iv) Discussions and conclusions

4. Safety

1. Supervisors (laboratory instructor and teaching assistants) will instruct, oversee and impartially enforce safety procedures in the laboratory.

2. Do not work alone; a laboratory instructor or a teaching assistant should be in the laboratory.

3. Unauthorized experiments are prohibited.

4. Ascertain the integrity and proper functioning of equipment before proceeding to any operating condition.

5. Any careless or unthinking acts are not permitted.

6. No food nor drink nor smoking is allowed in the laboratory.

7. Wear eye protection at all times while handling chemicals.

8. Act methodically and with deliberation in all laboratory procedures.

* If you have any questions regarding safety, ask laboratory personnel (instructor, teaching assistant and laboratory staff members)

** In case of accident or fire, follow the instruction of laboratory personnel. (Security phone number is ext. 3322 or ext. 2556).