AME 40453 – Tech Memo Score Sheet

C1 – Intro to Electronics and LabView

NDID#:_____

For more details on any of the items below, please refer to the lab handout.

Item and Description	Points Awarded	Possible Points
Technical writing – Using the correct format, address all questions from the lab handout in the paragraphs.		5
Screenshot of the LabView code. (This may go in the appendix if you prefer.)		3
Plot of the temperature vs. time data recorded by the LabView program		4
TOTAL		12

Technical Writing

- Include a brief, single-paragraph summary of the procedure.
- Discuss the results using college-level English.
- Address the suggested talking points at the end of the lab handout.
- Do *not* write a first-person narrative. Rather, write it as a declaration of objective observations, scientific facts, and logical deductions.

Guidelines for Deliverables

- Use a 12 point "serifed" font such as Times New Roman.
- Document should be double-spaced.
- Document should have 1" margins in all directions.
- Page numbers are required centered at bottom of screen with the same font as the rest of the document.
- Equations must be numbered.
- All variables must be italicized.
- All variables in equations must be defined (i.e. "where c is the speed of sound").
- **Tables** should always be centered with captions *above* labeled Table 1, etc..
- **Tables** should have black text on white background with 12 point Times New Roman.
- **Tables** should have the text centered both horizontally and vertically.
- Theoretical curves should always be smooth and continuous.
- Captions should be the same font as the rest of the document.
- Do *not* use the * symbol to denote multiplication.
- No titles on graphs.

References – Tech memos must include at least one reference. These can be data sheets from the lab website, articles from the internet, the textbook, etc. References should follow the ASME format. (https://www.asme.org/shop/proceedings/conference-publications/references)