Each lab should contain the following:

- Title
- Date Revised
- Lab Authored by
- Executive summary of what the objectives of the lab are and what will be doing in the lab. Have an introductory paragraph that explains what the lab includes. This is an overview of what the students are about to do.
- List what equipment is necessary. When instructions are given to students about install or run something on your linux machine, always use the words on your Red Hat 7.2 Virtual Machine, or on your Red Hat 8.0 physical machine, or on your Windows XP virtual Machine, etc. Always explain which machine, we have many machines!!!! Provide near the beginning of the lab a section on what equipment is needed to complete this lab, for example Equipment required your Red Hat 8.0 physical machine, a Red Hat 7.2 Virtual Machine, and a Windows XP virtual Machine. Provide a diagram.
- Pages should be numbered and sub-sections used to break up lab
- The lab will be posted on the web, this means we cannot copy or steal text, figures from books, web sites, etc. All text that comes from some one else has been referenced with [1] where 1 is the number of the reference in the references section of the lab.
- All programs/exploits that we use in a lab have a web URL in the lab telling students where they may obtain the program. This is to make sure that a student can do the lab at home without our lab CDs and that as much as is possible, we have not created exploits, we have just used what already exists. There will be exceptions to this as we do create new exploits but hopefully we create exploits that can only be used in a lab environment and are not dangerous outside our lab.
- If there are many parts to the lab, make sure you number the sections of the lab so if a student has a problem say in the third part of the second task, we know where that is in the lab. We have many independent tasks, number the sections of the lab. Number the questions in the lab with the section number and a question number.
- Either leave enough space in the lab for the questions to be answered or provide an answer sheet in the back with the questions repeated where students can write their answers.
- Intro and background
- Specific exercises with specific tasks to complete and method to determine students completed the tasks
- Electronic copy of word lab document ready to handout, lab written ready to be issued, no rewrite required prior to issue to students
- Include a section in the lab writeup near the end “suggested additions and future enhancements”
- Power point presentation of background and lab intro/motivation
- Include in the powerpoint presentation near the end “What you will do in the lab”
- CD with code, installation files, all lab resources required on a CD delivered to Henry
- Provide TA set up instructions, what does a TA have to do to set up this lab next semester? (how to set up the lab)
- Provide an answer key to the lab. Type up the answer key (answers to all exercises)
- TA grading criterion (how should the lab be graded)