Laboratory Notebook Requirements

*General Information:*

* All writing must be done in blue or black ink.
* If you make a mistake, place a ~~single line through it~~. The reader should still be able to see what you accidently wrote. Do NOT use white-out or scribble through anything.
* Write only on the right hand side pages. Do not write on the back of a page.
* Number pages at the bottom right hand side. Only number the front of the pages.
* Tables and graphs must be completed with a straight edge.
* Spelling, grammar, and neatness will be graded.
* Data must be separate from calculations.

*Table of Contents:*

* Leave the first 2 pages for the table of contents.
* Date Lab Pages

*Items to Include:*

1. Title
2. Purpose…sentence
3. Background Information…paragraph in your own words, use information from lab
4. Pre-lab Questions
5. Procedure:

* Numbered steps
* No “I” or “we”
* Write down the steps so someone could do the lab
* Pictures are a good option
* Be complete & truthful…write what you did, not what you should have done

1. Data:

* Record your Measurements and Observation
* Use tables if possible
* Put units in the header of the table

1. Calculations:

* Use tables if possible
* Put units in the header
* Supply a sample calculation for each

1. Summary:

* State results
* State what results were expected and how your results varied.
* Explain sources of error
* Explain what changes you would make if you were to repeat this experiment and what future questions you could investigate

1. Post-Lab Questions

*Grading:*

Title, Purpose, Background 5 points

Pre-lab Questions 10 points

Procedures 5 points

Data & Calculations 10 points (Points may be deducted if greater than 10% error.)

Summary 10 points

Post-Lab Questions 10 points

50 points

\*I may only check certain sections of a lab notebook each time the notebooks are graded. Additionally, I may use 1 group member’s notebook as a grade for the entire group.

**Final Comment: Be proud of what you turn in.**