

NOTEBOOK AND REPORT GUIDELINES

THE LABORATORY NOTEBOOK

- 1) Every student must have a bound Laboratory Notebook purchased from the bookstore. This is the most important item for this class.
- 2) Data must be recorded in ink (not red) and nothing should be erased. Draw a single line through any mistakes.
- 3) The student will be turning in the **yellow copy** of experimental notes **daily** at the end of class.
- 4) Neatness, accuracy, correct significant figures, and correct formulas are components of which the notebook grade will be assessed.

The **NOTEBOOK** must include the following **7** components:

The **bolded components must have a section title as shown below. (-1 for each one missing)**

Due Every Lab Period that data is taken:

1. Title - as shown on handout on the first page of the experiment, abbreviated on the following pages
2. Date - each page should be dated accordingly
3. **Statement of Purpose**
 - for that day - in a complete sentence, "The purpose of today's portion of the experiment is to..."
4. **Notes**
 - Procedural changes
 - Important Notes
 - Cautions
 - Waste disposal
 - Unknown number and / or sample name
 - if notes are the same as the previous day, write, "See notes previous day"
5. **Raw Data Tables**
 - include weights, volumes, etc.
 - include observations and other procedure information
6. **Calculations** - for weight percent, molarity, mean, standard deviation, etc.
 - Calculations should be done in the notebook just below the corresponding raw data table
7. **Results Data Table – to summarize the results of a set of calculations**
 - Table containing calculated result from each trial, the mean, and the standard deviation
 - Table must be labeled with the unknown number

****Any component missing from the data will be graded as zero.**

****All data taken during the laboratory period is recorded in the notebook. No pages will be skipped, even if they are blank.**

****Any data used in the calculation section, but not found in the raw data section, will be considered erroneous. Results from these calculations will be considered erroneous and will be graded as if no results were reported.**

THE LABORATORY REPORT

The Report must be typed. Handwritten reports will not be accepted. Organization, paragraph format, and communication of what the student has learned from each experiment are the characteristics that will be assessed in the report grade. **Lab reports (and handouts) are due at 2:05 pm on the due date.** No late reports or handouts will be accepted.

The **REPORT** must include the following components:

The **bolded components must have a section title as shown below (-1 for each one missing)**

Student Name: _____	Unknown # or sample name: _____
Date: _____	Result: <u>mean \pm standard deviation of unknown</u>
Title of Experiment	
Statement of Purpose The overall purpose of this experiment was to	
Introduction <ul style="list-style-type: none">• paragraph (at least five sentences) describing:<ul style="list-style-type: none">• the techniques used• the chemistry involved with the experiment• pertinent chemical reaction (s)• NOT A DETAILED DESCRIPTION OF PROCEDURE	
Results <ul style="list-style-type: none">• Results Data Table 1, 2, etc., Graphs, Spectra• labeled in detail, units, unknown or type of sample	
Discussion paragraph form (at least five sentences). This should contain: <ul style="list-style-type: none">• introductory statement• discussion of observations• problems encountered or not encountered• errors possible in experimental method• answers to any questions posed• discussion about the results that were obtained• concluding statement about the overall lab	

Name _____

Rubric for Lab Notebook

Lab # 7

	Possible	Problems	Points Scored
Title - on each page	1		
Dates - on each page	1		
Purpose - on the first page of each lab period	1		
Procedural changes, Important Notes	1		
Raw Data Tables - properly labeled, neat Observations	7		
Calculations – easy to read, enough detail to find errors	7		
Results Data Tables – with unknown # or sample name labeled, complete, correct significant figures	7		
Grade out of 25 points:			

Rubric for Lab Report

	Possible	Problems	Points Scored
Unknown result (mean and standard deviation) - top of page	2		
Unknown Number or sample name	1		
Title	1		
Statement of Purpose	1		
Introduction paragraph- written well, general description, not restatement of procedure	5		
Results Data Tables and Figures, labeled and complete	5		
Discussion – well written, interesting, summary of findings, assessment of known and unknown errors	10		
Grade out of 25 points:			NONE

Unknown Grade - 100 possible points, based on accuracy _____