

Chemistry Lab Notebook Rules

Lab Notebook Setup

1. Put Chemistry Lab Notebook, your full name and the full name of your lab partners, my name, and your class period on the front of your lab notebook.
2. The first page should be used as the title page which should include Chemistry Lab Notebook, your full name and the full name of your partners, my name, and your class period.
3. Write TABLE OF CONTENTS at the top of the second and third pages.
4. You should keep account of each lab report in your table of contents by writing the lab number, the lab name, and the pages that the report is written on.
5. The pages should be numbered starting with the page after the table of contents. Number in the top corner.
6. The fourth page should be a map of the lab including the location of safety devices. This will be labeled as page 1 and should be recorded in the table of contents.

Lab Report Format

1. Each lab should have the title of the lab and the number of the lab as the title. Also, the date the lab was performed must be included.
2. There are 6 sections to all lab reports: introduction, materials, procedure, data, questions and answers, and conclusion. Be sure you know which sections you are responsible for. Each group member will be assigned 2 sections if you are in a group of 3 or 3 sections if you are in a group of 2.
3. The introduction must be 10 sentences long. It includes background information about the lab. The introduction should not include any of the procedures or results. Do not copy or plagiarize!!
4. The materials list can be copied from the lab handout, but must include any changes you made.
5. The procedure can be copied from the lab handout, but must include any changes you made.

6. Data includes any measurements or observations you made throughout the lab. Data can also include pictures you draw of your lab setup. Please try to put your data in a chart form whenever possible.
7. Questions will be given on the lab handout. You must copy the question and answer in complete sentences. Sometimes you may need to look up the answers on the internet. Writing only the questions with no answers is worth ZERO points.
8. Conclusion must be 3 sentences long. It should include any mistakes you made and any additional information such as ways you could further the experiment. It could also include real-life examples that relate to the lab.
9. Each section should be labeled and in ORDER!! Points will be deducted if the sections are out of order.
10. Introduction and conclusion must only contain educational information. Sentences such as "This lab was fun" or "I learned a lot from this lab" will not count toward your amount of sentences.

More Info

1. I will take up your lab notebook a few times throughout the semester. I will give you notice, it will not be a surprise. The first and second lab notebook checks will be daily grades. The last lab notebook check will be a test grade.
2. If you are absent during a lab, check with your lab partners to make sure that they recorded the data during the lab, but you are still responsible for your sections.
3. You should only write in BLACK INK in your lab notebook.
4. You need to number each page, so that you can record it in your table of contents. Number in the top corners of each page.
5. Every number should have the proper unit.
6. Cheating on a lab report results in a zero. This includes plagiarism from books or the internet.
7. Not following safety rules (such as not wearing safety glasses or sitting down) during lab will lower your lab grade.
8. You are required to wear pants and closed-toe shoes to lab. Failure to do so results in not being allowed to participate and a zero for the lab. This cannot be made up.

9. Remember that the lab notebook is an individual grade for a group assignment. If you are having difficulties with a group member, then you need to come talk to me about it as soon as the issue occurs. If another person fails to do their parts, then your grade will NOT be affected. You are only graded on the parts assigned to you. However, points can also be deducted for not following safety rules or dress code are only given to individuals and do not affect the entire group.