

The written word is much more important than any 'computations' - after all, computers can perform calculations much better than you can. Computers, however, cannot develop an idea.

[You can use a Template \(https://goo.gl/evPIJz\)](https://goo.gl/evPIJz). Just make a copy in a folder that you have full write privileges for. [This is a video tutorial on how to make a copy \(https://goo.gl/RPSzNy\)](https://goo.gl/RPSzNy).

	Completed	Comments
Sections clearly labeled		(1 Point)
Title - Concise and Creative		
Date		
Headings on all sections		
Introduction		(1 Point)
Aim/ purpose of the experiment clearly stated		
Reaction scheme (if applicable)		
Physical data table (if applicable)		
Procedure		(1 Point)
Clear / understandable		
Measurements have units		
Literature values stated where needed		
Results and Discussion		(3 Points)
Well Written		
Data is presented in a logical manner and thoroughly discussed		
Tables/Graphs/etc have Captions		
Spectra have titles, peaks labeled		
Literature values (where needed) are included		
Conclusion		(2 Points)
Properly frames the experiment		
Quotes numerical values when discussing IR data and M.pt. data		
Results related to experimental aim		
Literature values referenced		
Discussion of (percent) yield, errors, and recommendations		
References		(1 Point)
References are discoverable		
APA Format is used, if possible		
Calculations		(1 Point)
Calculations are clearly stated		
All numbers have a unit		