

LAB REPORTS

Lab reports will always be typed (Times 12 pt. font), or written in ink, except for graphs and drawings, and recorded in your 3-ring binder on loose-leaf paper. The following is a guide that should be followed as closely as possible for all reports. Please refer to the Laboratory Grading Rubric for information on how your lab reports will be assessed.

Preliminary Stuff

- a) Write your name, class subject, and the date on the first page of your lab report.
- b) The first page of your report is to be a title page with the following headings:

Lab#	Title	Page#	Date
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- c) Begin each lab report on the first fresh right hand side of the page. Do not begin a lab report on the left hand side of a page. Use both sides of the paper.

SECTIONS OF THE LAB REPORT

Pre - assignment : Many times this year you will have homework pertaining to the lab you will be performing. These are always due in the day of the lab. They will be returned to you after grading, and should be placed in your 3-ring binder with the corresponding lab report.

TITLE : Most of the time this will be given. It should be short and simple and centered on the top line of the page. Skip a line afterwards.

PURPOSE : This should be a clear simple statement of why the lab is being performed.

MATERIALS : A list of the chemicals and equipment required for the laboratory. Drawings of apparatus are helpful but not required.

PROCEDURE : You will be given the procedure to be followed in advance of the lab day, except in some special cases. You are to read the procedure, and then write a step - by - step summary of this procedure in your own words, that you can follow in the lab. A flow chart type design is very useful. This must be done before you enter the laboratory. You will not be allowed to carry the procedure that you were issued into the lab area.

DATA/ OBSERVATIONS : Data refer to the numbers that you measure in the laboratory. These should always be recorded in a DATA TABLE, clearly marked as to what the data is and what the units of measurement are. OBSERVATIONS are things you detect with your senses; sight, sound, touch, taste, and smell. These should be brief and to the point.

CALCULATIONS : Usually when there is data, there are some sort of calculations to be performed. You are to always show all of your work in a neat, labeled, and logical fashion.

INTERPRETATIONS AND CONCLUSIONS : This is where you answer the question of your purpose, this is where you give the answers to why or what. This is where you wrap up your report. It is also where you may speculate on the implications of what you have learned and how it may be applied elsewhere. This is also where you complete follow-up questions pertaining to the lab.