

General Notes for Completing Lab Reports

General Notes on Preparation

- Remember when preparing your laboratory reports that it should be done so that an outside reader can reasonably understand how to perform the experiment and what you learned from it.
- If you prepare a handwritten laboratory report, make sure it is legible!
- Proofread for spelling and grammar. Remember that word processor spell-checkers are not very effective for scientific or technical papers. Points may be deducted for abundant spelling and grammar mistakes.
- It's recommended that you compile your lab reports soon after completing your experiment while your memory is still fresh.

Your reports must be produced in the following manner:

1. **You may either use the worksheets in the lab manual or you can computer generate any worksheets.** You can fill in the computer-generated sheets by hand, but all of the questions and details you find in the lab manual must be typed! In other words, don't write out the questions; they need to be typed. *I will not accept notebook paper for credit.*
2. **For hand-written notebooks, Permanent ink will be used at all times.** If you don't feel comfortable with using permanent ink for fear of making mistakes, don't worry about it. Chemistry lab is a place where errors are unavoidable and considered the norm. Just cross out any mistakes and put the corrections close by.

Pre-Lab (33 points)

- Your pre-lab assignment will be available on my webpage for you to download and complete before you come to class. These ARE NOT in the lab manual.
- All pre-lab assignments are to be turned in at the beginning of class. Any pre-labs not turned in before the pre-lab lecture begins will be counted as late.

Lab Report (67 points)

- Completing this section requires filling in the **data sheets** (in the REPORT section of each experiment) for a particular experiment, or creating them as needed. Additionally, you are to complete the any **postlaboratory assignment sheets** included with an experiment. Again, you ARE NOT required to complete any prelaboratory assignments found in the lab manual.
- Record all of your observations. You never can have too many observations!
 - e.g. After adding the sodium carbonate solution in Step 3a, considerable fizzing and bubbling was observed.
 - e.g. After spilling some of my sample on the benchtop, I observed the formation of a white solid in the spilled sample.
- Units must be included on all values that have them!
 - EX: Mass of crystals 6.80g
 - EX: Temperature of flask 34°C

What to Turn In

Your completed lab reports, stapled together, are due the meeting following the completion of an experiment. Remember, you are allowed to computer-generate your reports, but I will not accept reports done on loose-leaf or spiral notebook paper. **Don't forget to put your name on every page!!**