

# Laboratory Journal for High School

## Lab Journal Format

The lab journal entries will be kept in a bound/spiral notebook as specified by your teacher.

- Entries should be legible, complete, reasonably neat, and logically presented. Use blue or black ink/pencil only.
- Your name should be written on the front of the notebook.
- Leave the first two pages of the notebook for a table of contents.
- Number the pages on the top, outside corner of the page.
- Entries should have the title of the lab, date, and the student's name.
- The right-hand pages are used for formal entries. The left-hand pages are used only for rough calculations or scratch notes.
- Never erase or “wite-out”. A single line is drawn through the erroneous entry; the correction is made, and then initialed. Do not tear out pages.
- Photographs, printouts, etc. should be properly labeled and taped/stapled onto a right-hand page.
- Use the International System of Units (SI) at all times. No "naked numbers".

Each laboratory experiment should be recorded in the lab journal using the following **specific headings**. Only the title page needs to be on a separate page; all other sections can follow each other as space allows.

- **Title page** – This should include a title for the lab, the student’s name and the date of the report.
- **Introduction** – This includes a brief discussion of the concept and asks any questions that need to be answered and/or goals that need to be met. It should include the purpose, problem, or question of the investigation and the hypothesis; the hypothesis should be in an “if ... then” statement.
- **Set-up** – Describe in words and diagrams as appropriate all equipment and procedures used in the experiment
- **Data** – This section should include all data gathered: measurements, data tables, and graphs.
- **Calculations/Analysis Questions** –Show all calculations including the basic formula, any derivation of the formula used, all quantities (numbers and units), and final results with units. Answer all analysis questions using complete sentences with proper grammar.
- **Conclusions** – Explain how the data/results answer the questions asked or goals sought from the introduction. Often a calculation and discussion of relative experimental error should be included. Discuss any difficulties in gathering data. Suggest possible alternative approaches to test the concept or advance the experiment to another level.
- **References** – This section is only necessary when additional resources are consulted

The grading of reports is always subjective, but the following guidelines will be applied to the grading of the reports. Points for each section/heading is as follows:

Title page	10 points
Introduction	10 points
Set-up	10 points
Data	20 points
Calculations	20 points
Conclusions	30 points
References	-10 points if missing when needed

If a heading/section is missing, no points will be given for that part. Other possible deductions will be made for, but is not limited to, the following reasons:

omissions of pertinent information, incorrect statements, incorrect calculations, superfluous information, or failure to meet the stated objectives.

One formal lab write-up will be required each 9 weeks. A formal lab write-up will count as 2 lab grades.

Revised 8/16/11