



Chemistry

Name: _____

Section _____

LAB REPORT REQUIREMENTS

Date: _____

Requirements for Chemistry Laboratory Reports

- Final report and prelab must be neat, clear, and readable, or they will be rejected as incomplete.
- Prelab includes Heading, Research Question, Hypothesis, Theory, Materials, Method, and Safety.
- Use the stapler and square up the pages before you staple them. Trim off spiral-notebook edges.
- IF I HAVE TO DO SECRETARIAL WORK, YOU WILL LOSE POINTS.
- A lab report will NOT be accepted unless ALL sections below are included and complete!
- Parts can be word-processed, BUT DO YOUR OWN WORK.

Heading	WRITE OUT the FULL LAB TITLE, LAB Number, Student NAME and DATE. Work without a name gets thrown away.
Research Question	A question that the lab addresses, in a complete sentence.
Hypothesis	Educated guess at expected results.
Theory	Explanation or scientific reason for the expected results.
Materials	A list of ingredients and equipment used. Be specific, include sizes.
Method	A NUMBERED list of the steps in the procedure that sounds like a recipe. Use short, complete sentences.
Data Collection & Processing	Organized observations, with UNITS. May be text, lists, diagrams, or tables. Include what was done with the data, like calculations or graphs.
Conclusion	Answer questions included with the lab, in complete sentences.
Application	What did you PERSONALLY learn? How can a specific person use the ideas in this lab? (Example: “ <u>I learned</u> how to use a buret. A cook could use neutralization to reduce the acidity of tomato sauce.”)

LAB GRADING

1. **Everyone at your ENTIRE LAB TABLE will lose 10 points each time I have to ask ANYone at that table to wear their eye protection!! Everyone at your ENTIRE LAB TABLE will lose 10 points each time I have to clean up your lab station. (Toss all trash, wipe up spills, return equipment to the right places, no trash in sink.)**
2. Each lab report is worth 100 points toward your total for that marking period. A lab grade of 50 means the lab was complete, had NO corrections, was on time, done safely (no goggle penalty), and lab station left clean.
3. Lab reports must neatly and CLEARLY written on LOOSE LEAF paper, or word-processed. **No spiral rip outs! I will not accept raggedy, unprofessional work!**
4. Incomplete, unprofessional, incorrectly formatted, or otherwise unacceptable lab reports WILL NOT BE GRADED. They will be returned marked “Inc” (incomplete). The student must then revise and re-submit the report. There will be a 15 point (30%) penalty for incomplete or late labs.