

LABORATORY NOTEBOOK CHECK LIST

Lab notebooks will be graded. They must include the following:

- An up-to-date table of contents.
- Notes in Ink.
- Your name and the date on every page.
- Names of partners on the first page for each day.
- File names for any data stored on computers.
- Equipment used (name, brand, identifying number).
- Cartoon/drawings of any special setups.
- Plan/procedure (If following procedure provided to you just reference the handout and note any modifications. For example, "followed procedures in Line Spectra and Significant Digits Handout by J. Gutow 2008, with the following modifications...").
- All observations.
- All data to the correct number of significant digits and with correct units.
- All calculations with the correct number of significant digits and with correct units.
- Cross out changes with a single line. Do not erase.
- Large blank spaces should be X'ed out.
- A copy of all graphs or data tables generated by computer must be secured to the notebook (tape or staple) and trimmed to fit inside.