#### **GENERAL GUIDELINES**

- All sections must be clearly labeled.
- Sections must be done in the order listed here.
- Headers must be filled out at the top of every page used in your lab notebook.
- This will be collected prior to the beginning of lab (except the data tables which are made before the lab, but on a separate page in your lab notebook so you can fill them out during lab).
- You may not participate in a lab without having it completed.
- Will sometimes be graded for completion and/or accuracy. Not all completed sections will necessarily be graded every time, one section might be chosen, or all might be chosen for grading.
- Professionalism matters If I can't read it, if it looks like you did it last minute walking to class, if it looks like you put no thought, effort, care, detail into your work, that will be reflected in your score.
- You must use adequate spacing between sections to keep your work clear and understandable. Do NOT try to save space. You have plenty of pages in your lab notebook. Clearly communicating your work matters more than saving a few pages in your lab notebook.

## PURPOSE OF THE EXPERIMENT

- a. State the general principle being studied
- b. State any specific results to be obtained

#### **REAGENTS TABLE**

Name	Formula	Molecular Weight (g/mol)	Physicals Properties			State @ Room Temp	Safety Concerns
			<b>B.P.</b> (°C)	<b>M.P</b> (°C)	Density (g/cm <sup>3</sup> )	(°C)	Safety Concerns
			. [	PLE			
			SAA				

- a. Provide the above info for the state (s, l, g, aq) that is being used in the lab.
- b. Note safety/cleanup points (if provided, all should be BE DESCRIPTIVE)
- c. Googling MSDS is how to do this! We don't really use physical MSDS books anymore.

### PROCEDURE

- a. Rewrite the procedure in your own words and in FLOW CHART STYLE!
- b. Do not copy directly from lab handout!
- c. Full sentences not needed.
- d. Do not combine steps. Keep the original numbering system in the lab handout.
- e. Included drawings of lab setups when applicable. Label the drawings equipment names.
- f. The intention of this section is to get you to *think about* the steps by putting it in your own shortened version.
- g. You should be able to do the lab with nothing but your notebook!

# PRE-LAB QUESTIONS

- a. Complete any listed pre-lab questions.
- b. Number all questions.
- c. Must show all work for calculations.
- d. Full sentence answers are not needed, but complete and detailed answers are required!
- e. Box any final numerical or short phrase like answers.

# DATA SECTION

- a. Must be done on a <u>NEW</u> sheet of paper in your lab notebook! It cannot be on the same page as the rest of your pre-lab because you will be tearing out the carbon copy pages of your pre-lab and turning that in before you start the lab.
- b. Set up your data table(s) BEFORE the lab starts. This is part of your pre-lab assignment even though it is not turned in with the rest of the sections. It may be checked even though it is not turned in until after the lab.
- c. Must include sections for QUANTATATIVE and QUALITATIVE data.
- d. Make it large does not have to be an entire page, but it needs to be sufficiently large.
- e. You must give your data table(s) a descriptive title. It should specifically mention any reaction(s) that is/are occurring as part of the title.
- f. You must have units in the headers of the columns/rows
- g. Your data collection should reflect the significant figures that are appropriate for each piece of equipment you are using.
- h. Your qualitative observations must be descriptive and detailed. It is not sufficient to say "it changed colors," or "it reacted."

# **SAVE THIS PAGE**

# This pre-lab assignment can change at teacher's discretion