

CHEM 322 (Spring 2011) Lab Reports and Notebooks

All students must use notebooks with self-duplicating pages. The UD bookstore carries Hayden-McNeil Student Lab Notebook with carbonless duplicate sets.

Please see the example Lab Notebook pages on-line.

You must come prepared with the following sections complete in your notebooks:

- Title
- Reaction
- Mechanism
- Reagent Table
- Expected Product
- Pre-lab Questions
- Procedure

You will not be allowed to begin the experiment until all of the above sections are complete and checked by your TA.

Your complete lab write-up, including post-lab questions is due at the start of your next lab period. You will turn in only the duplicate pages. In addition to the sections above, your report should include:

- Observations
- Results & Discussion
- Post-lab Questions

The points for each lab will be assigned as follows:

Pre-lab Preparation	10 points
Pre-lab Questions	10 points
Participation	15 points
Observations	15 points
Results & Discussion	15 points
Post-lab Questions	15 points
Selected Section*	20 points
Total	100 points

* One unannounced section will be carefully graded for quality for each lab.

Lab safety: All students must wear appropriate personal protective equipment during all labs: safety goggles, gloves, long pants, and close-toed shoes. Lab safety will be taken *very seriously*. You will be penalized if you neglect safety:

- For first offense of the semester: Lose 20% of the points for that lab.
- For second offense of the semester (not per lab) and beyond: Immediate dismissal from lab and loss all points for that lab.

Missed Labs: Lab grades will be calculated from the top nine scores (lowest lab grade will be dropped). This means you will be allowed to miss one lab without penalty. Students who miss more than one lab and have excused absences for all, will be allowed to make-up labs on a case-by-case basis. If you know in advance that you will miss a lab, please try to coordinate with the Head-TA to find an alternate lab time to perform the lab.

Late Lab Reports: Labs not turned in on time will be penalized 10% of the lab grade per day.