

Instructions on how to complete and keep record on your laboratory notebook

Note: your laboratory notebook should be completed using the following instructions before starting an experiment. **Your instructor may request that you turn in the duplicate pages of their filled laboratory notebook pages for their planned experiment. Students are expected to come prepared to the lab with their lab notebooks completed for the planned experiment.** Lab notebooks should be maintained by each student and completed according to the following criteria.

1. Your lab notebook should have numbered pages and produce a duplicate copy. Use a ball-point blue or black pen to write in it.
2. The first page should be set aside for the Table of Contents. On this page, indicate your name and the semester taking this course and a reference to the source of the experiments.

You can purchase it from the MtSAC bookstore or across the Grand avenue from the Day&Nite copy center.

Before coming to the lab:

Each experiment should start on a new page. Provide your name, your partner's name (if working in a group) and the date(s) for the experiment on the spaces provided on top of the first page. Write your name only on pages following the first page. Leave one line space between the following categories. Note that A, B, C, D and E are completed before starting the first session of a new lab.

- A. Title: List the experiment's title as listed in the lab book or the experiment's handout using larger font sizes on top, centered. Write your name on top of every lab page.
- B. Purpose: Write in your own words after reading the introduction part of the experiment.
- C. Prelab Questions: Search the entire experiment for any prelab questions. If there are any prelab questions, provide an answer for each prelab problem. Box your answers and report to correct significant figure and unit.
- D. Procedures: Number each procedure and list and summarize them as much as possible.
- E. Reactions: List the balanced reaction(s) and the net ionic equations (if aqueous reaction) involved in the experiment.
- F. Recorded Data (raw) and/or observations (for observation-based labs):
 - i. Draw appropriate and neat Tables (use a ruler) for experiments that also show in their write-up that data is to be entered in tabular way.
 - ii. If recording an observation, number each observation same as the numbered procedure.
 - iii. Show proper units and significant figures for each data

During the lab:

- 1) Fill your lab notebook in a neat, organized and complete way. Don't forget to record in pen and record data while it is generated (and not at the end of the experiment from your partner!)
- 2) Do not record any lab data in a place other than your lab notebook.
- 3) When you finish your experiment or lab activity, do not leave the lab before checking with your instructor and getting his initials on your data page(s).