

LABORATORY REPORTS

1. All reports will be typed.
2. Times New Roman 12 pt font will be used.
3. Format should look like example provided below. Section headings are underlined and bolded with colon. No other wording should be on the same line as the section heading.
4. Single space **with-in** sections, double space **between** sections.
5. Avoid using pronouns. Ex. you, I, he, she, it, they.
7. Use proper grammar and refrain from using abbreviations (short hand, text messaging etc.)
8. When making graphs, use as much of the page as possible, plotting one graph per page unless told otherwise. Label both X and Y axes and title the graph.
9. On the day the lab is conducted the student must have sections "Purpose" through "Data Tables" typed and ready to be checked by the instructor. If not completed on the day of the lab, the student will hand write these sections before they may participate in the laboratory.

Title of Laboratory Exercise/Date

Purpose:

Restate the objectives in your own words. If there is no objective given in the lab paper, determine the purpose on your own. Start the sentence with: The purpose of this lab is to determine

(double space)

Materials/Equipment:

These items are to be in column/row format.

(double space)

Procedure:

This section must be a rewording of the given procedure. Use your own words do not copy the procedure word-for-word. Number each step 1,2,3 ... etc.

(double space)

Data Tables:

*Tables must be column and row tables with lines marking columns and rows. Each table must be labeled ex. Data Table 1. Lineup decimal points and decimal place for numeric observations. Word descriptions must be detailed with no abbreviations. **Make sure you are estimating the last digit when taking numeric measurements!!!!***

EXAMPLE

Data Table 1

Color	length	mass
Blue	2.51 cm	6.943 g
Green	3.59 cm	7.725 g

(double space)

Calculations: (May be hand written on lab report)

When calculations are necessary, follow instructions, make sure to show work and units. Use significant figures when calculating and rounding answers. Not all labs will have a calculation section.

(double space)

Questions:

*In this section, questions from the laboratory exercise will be answered in complete sentences by restating the question in the answer. Each person is to express their answers individually. Collaboration with lab partners is acceptable, **identical answers are not**. **Points will be deducted for identical answers**.*

(double space)

Conclusion:

This will be done in paragraph form. The following is the information to be contained in this paragraph.

- 1) Summarize the lab experiment, including a brief restatement of the procedure and what was being studied. (This may take a paragraph or more to complete.)*
- 2) In a few sentences, summarize the results of the lab. What were the findings (this means, what did your lab group get for their results)? Were the results what you expected? Explain. Compare your results to the expected results.*
- 3) Identify at least one thing learned.*
- 4) When applicable, report the % error. (Make sure the work for this is shown either in the calculation section or here in the conclusion.)*
- 5) List at least two reasonable sources of error. This is an error analysis. What went wrong and how did it affect the results. These should be errors that were made while conducting the lab, not calculation errors.*