Guidelines for Writing and Submitting Lab Reports

• All reported data must be original data that was observed and collected by the student(s) submitting the work. Data that is forged, adjusted, or fabricated will not be accepted and student(s) will receive a ZERO score for that assignment. There will be exceptions, but approval by the lab instructor will be required.

• Students may collaborate and share ideas, but assignments are individual efforts unless otherwise stated.

• Assignments should be completed on computer and submitted on white 8x11 paper. Text shall be typed for submission. Printed Excel spreadsheets are also acceptable. Math problems and calculations may be done by hand in neat penmanship. Keep computer disks available for copies and back-ups. Presentation will be included in the grading.

• All assignments must be submitted by the beginning of the next lab period. Late assignments will be accepted after that time with penalty. Assignments submitted later than 12:00 p.m. (noon) on the Friday after the due date will receive a ZERO score for that assignment.

• Lab assignments should be written in concise and coherent manner. Use headings and subheadings to specify parts of your lab report (Introduction, Experimental, Results, Discussion, and Conclusion.)

• All data will be organized in a table or reported in paragraph form depending on the size and quantity of data. All figures, tables, graphs, and diagrams require titles, legends, subheadings, and other labels.

• All questions will be answered in complete sentences or paragraphs using proper English. When answering questions, please use detailed concise language and correct scientific terminology.

• Math problems will always include dimensional units. Show all calculations. Complete math problems in a logical order. Circle the final answer.

• It is wise to seek additional references for lecture and lab if the material is unclear to you. The library contains hundreds of reference books, texts, and research documents that help you.
General Lab Rules

- No food or drink is permitted in the laboratory at any time.
- Wear appropriate clothing. Do not wear open toe shoes (sandals and clogs) in lab.
- Wear lab goggles, lab aprons, lab coats, and protective gloves when handling hazardous materials or operating lab equipment.
- Respect all lab equipment and Georgia Tech property. Purposeful misuse of equipment will result in your permanent expulsion from the laboratory.
- All lab equipment and glassware must be cleaned after use and returned to its respective storage place. All spills and breakage must be cleaned up immediately. Do not clutter the countertops and the lab space with your personal belongings.
- Never leave solutions or chemicals in unmarked bottles, beakers, or flasks. Bottles must have labels. Labels will have the following information: Your name(s), date, contents (formula and concentration).
- Dispose of toxic, caustic, or acidic chemicals into their proper waste containers. Heavy metals and toxic substances cannot be rinsed down the sink.
- If you MUST miss a lab session, it is YOUR responsibility to contact the lab instructor before lab (at least 24 hours) and arrange for an alternative time to complete your lab assignment. Unexcused absences will not be made up. All final decisions concerning absences are at the discretion of the lab instructor.
- You will be required to keep and maintain a laboratory notebook. All data collection will be written in this book as a record of your attendance and work. Before leaving laboratory, you will submit a carbon copy of your work.
- When in doubt about procedure, first consult your lab partner/classmates. If they are unsure, then consult the lab manual, lab protocol, or the equipment manuals. If your answer cannot be answered by either of those sources, then you may ask the lab instructor. There will be emphasis on self-reliance and following instructions.
Guidelines for the Laboratory Notebook

- All data is to be written in pen.
- Numerical data should be written as numbers with decimals, very large numbers and very small numbers should be written in scientific notation. All numbers and measurements must include units except for values with dimensional units.

  10.44 grams, 1.003 Km, 17.2 meters
  4.55x10^{-3} \text{ mol/L}, 3.00x10^{8} \text{ m/sec}

- Laboratory and ambient measurements should be recorded in the laboratory notebook in a consistent style. Computer printouts should also be included. In this case, graphs, tables and diagrams produced by computer (word or excel) should be neatly pasted into the laboratory notebook.

- Each entry into the laboratory notebook will include the name(s) of person(s) that collected the measurements, the date of data collection, and any comments or explanations to aid others.