

Checklist for Notebook Grading

Organization

Pages numbered and dates on each page, name and contact information on notebook cover. 1

Writing legible and in pen. Notes easy to follow, work to be graded on the right-hand pages only. Loose pages stapled in. 2

Introductory material

Objective of experiment clearly labeled and stated. 3

Brief description of methods to be used. 4

Complete sentences used. 5

Procedures/Methods

Experimental plan summarized 6

Detailed information such as incubation times, cultures used, temperatures, safety information, and deviations from lab manual noted 7

Experiment could be repeated precisely from your notes 8

Results

Qualitative observations recorded (e.g., Gram stain, results of growth) 9

Quantitative data recorded (e.g., dilutions, transformation results) 10

Correct calculations (and sample calculations) and units included (e.g., dilutions) 11

Discussion

Were your objectives met? 12

Do your results differ from expected results, if so, what are sources of variation? 13

Were there any sources of error in your experiment? If you were to repeat the experiment, 14

How would you troubleshoot? How could you improve? 14

What is the relevance of your results? 15