**LAB WRITE-UP TEMPLATE**

I. **Title**: Lab Report Procedure

II. **Purpose or Question**: to inform students of the appropriate format for writing lab

Reports. How is a lab report written?

III. **Materials**:

3 ring binder graph paper

metric ruler pencils (for most work)

calculator colored pens (optional)

notebook paper notebook dividers

IV. **Procedure**: written in outline to summarize steps actually conducted:

A. All labs are assigned in advance and are expected to be read and prepared before class.

B. The first sections of the lab reports are written in class to document the observations of experiments during class.

C. All data are to be recorded at the time of observation. Scratch paper or recopied data tables are not acceptable.

D. Lab reports are due within one week of completing the lab. Lab reports that are more than one week late will NOT receive credit.

V. **Data**: an objective record of what is observed directly, usually in the form of a data table or diagram. The data may be expanded by analysis with calculations or a graph, but it should be noted as an extension, not an observation.

IV. **Discussion**: This section includes the interpretation of what was observed and recorded in section V, the data. It should include a thorough explanation of the data, not just a restatement of it. Why did you see what you saw? It also includes any questions that are a part of the procedure in the experiment, as well as the application of what was observed to any other type of experiment or to the information in your text. Does anything that you observed make you curious about another type of experiment? What is your next question? Have you collaborated with your colleagues on any of the ideas? Have you cited evidence for your ideas from any of your colleagues? The discussion is usually the longest part of the lab report. It is written in complete sentences and proper paragraph structure.

VII. **Conclusion**: the conclusion is usually one sentence to summarize the report and to answer any question posed in the purpose:

\*\*Students now have the information to write lab reports in an acceptable format.\*\*