

Lab Notebook Guidelines

Mr. BC and Mr. Vanzant

2016-17

Contents

1	Overview	1
2	General Lab Notebook Procedures	2
2.1	The Notebook	2
2.2	Permanence	2
2.2.1	Do Not Tear Paper Out	2
2.2.2	Do Not Erase	2
2.3	Record-Keeping	3
2.3.1	Page Number	3
2.3.2	Date	3
2.3.3	Table of Contents	3
2.3.4	Ending an Entry	3
2.3.5	Unused Space	3
2.3.6	Attaching Handouts	4
3	Math Only Procedures	5
3.1	Right-Hand Side	5
3.2	Left-Hand Side	5

1 Overview

This year you will create a Lab Notebook for your math and science classes. While these two notebooks will be separate, they will follow the same set of guidelines. These notebooks are modeled after the notebooks used by those in math and science research fields and will become a self-created textbook and record of your year.

2 General Lab Notebook Procedures

2.1 The Notebook

You will be using a composition book (graph paper for math; college-ruled for chemistry).

2.2 Permanence

Your Lab Notebook is intended to be a permanent record of your academic year. Because of this, we will adhere to the following guidelines:

2.2.1 Do Not Tear Paper Out

Your book is bound to ensure pages do not fall out. You should *never* tear paper out of your Lab Notebook. This will cause a corresponding sheet to fall out of the other side, possibly resulting in lost information.

2.2.2 Do Not Erase

If a mistake is made, *do not erase!* Instead, use a single, diagonal line to strike-out the incorrect information. You may then continue with the correct information immediately following the strike-out.

To help you remember not to erase, it is strongly encouraged to use an ink pen when writing in your Lab Notebook.

2.3 Record-Keeping

2.3.1 Page Number

Every page should be numbered in the lower-outside corner. Even-numbered pages will appear on the left-hand side. Odd-numbered pages will appear on the right-hand side.

2.3.2 Date

Prior to each entry, today's date should be recorded on the outside edge of the page, so that you can easily find it when flipping through the notebook.

2.3.3 Table of Contents

As soon as a page is filled, the corresponding entry on the table of contents should be filled out with the dates included on the page and a short topic descriptor or Learning Target as follows:

8/22 - 8/25 Trigonometry (LT9)

2.3.4 Ending an Entry

A horizontal line should be used to mark the end of each dated entry.

2.3.5 Unused Space

If there is a situation where you need to go to the next page before the entire page is filled, simply strike-out the empty space with a single, diagonal line.

2.3.6 Attaching Handouts

When it is necessary to attach handouts into your Lab Notebook, one small piece of tape should be used across the top to avoid waste. If the handout is larger than the notebook, it can be folded in half or in quarters, and should be taped in such a way it can be unfolded while still attached.

3 Math Only Procedures

In math class, you will be using the left- and right-hand pages to record different types of information:

3.1 Right-Hand Side

The right-Hand side is the *input* side of your notebook. Anything that originates from someone other than you should be recorded on this side of your notebook (e.g., teacher notes, notes from a 3rd party source, worked-out examples, etc.).

3.2 Left-Hand Side

The Left-Hand side is the *output* side of your notebook. Anything that originates in your brain should be recorded on this side of your notebook (e.g., warm-ups, practice problems, reflections, etc.).