**Grade 11 University Chemistry Lab Book Expectations**

**Introduction:**

You will be required to purchase and maintain a lab book throughout this course. The book must contain regular sized paper (8.5 x 11) and should have 100 pages or more.

Folders, binders and loose papers will not be accepted and will not be graded. It is your responsibility to keep your lab book up to date, and complete any assigned questions.

Prior to each lab you will need to read the lab, and prepare your lab book for the experiment or activity.

In order to receive full grades for the lab it MUST be prepared in advance. You will not get any credit for an experiment that you are not present for. You will not be permitted to write a formal lab report for an experiment that you did not take part in.

Your lab book will be collected and graded at least three times during the semester.

**Lab Book Format**

1. All of your written work will be in blue or black ink only! The one exception is using pencil when doing graphs by hand.

2. Your name, teacher, course code and the name of your lab partner will be clearly printed on the cover.

3. The first page will have the title “Index”, centered and underlined at the top, with the subheadings “Date”, “Title”, and “Page” in a table. (You may want to save a second page for you table of contents if you have large handwriting)

4. Each page of your lab book will be numbered in the top right hand corner. Be careful when you do this!

5. Each experiment will start at the top of a new page, with the title and date underlined.

 On the first line under the title write the page and source that the lab comes from (all experiments may not

 come from your text.)

6. Your good copy work will only be written on the right hand pages. All rough work will be completed on the left hand pages. Left hand pages will not be graded.

7. If you make an error do not use white-out, simply put a single line through the error

 and move on.

8. The titles of all lab sections will be underlined.

 Preparing Labs – Complete the following sections described below the day before you conduct your experiment. You cannot begin until your lab book is prepped!

**PREPARATION PRIOR TO A LAB**

1. **Problem/Question** – Record this information from the source of the experiment.

2. **Materials** – List all equipment and chemicals needed. Include the quantities with

 units, states or concentrations for the chemicals, and the size of the glassware. If

 you make changes or use extra equipment while performing the experiment, make

 sure to update this list.

3. **Procedure** – create a flowchart. Be sure to include enough detail to complete the

 experiment. You will not be permitted to have your text at the lab bench.

4. **Observations** - set up tables and charts. Tables and graphs must have proper

 descriptive titles.

**When Performing Labs**

**1. Safety…. Safety…. Safety…**

**2. Record Observations:**

Write down everything you do! If it isn’t written in your book, it did not happen!

Record any changes to the procedure.

You may want to write all of your observations and calculations on the left page in rough and then complete in good on the right hand page.

Solutions to calculations must be shown in full including units. Don’t forget about significant digits.

If you have data that is collected from the same calculation, show one sample calculation followed by a table listing the remaining results of your calculations.

All graphs will be completed on graph paper and will be stapled or glued into your lab book.

**3. Analysis** – Complete the assigned questions from the text book. Answers should be in full sentences and should demonstrate your understanding of the experiment. All calculations must be shown in full. If there are no questions to answer, write your own concluding statement.