

Keep this directions sheet for future reference all year

LAB WRITE UP – EACH OF YOU must type your own pre-lab on a computer. You may NOT make copies to give to anyone else. This pre-lab MUST be completely finished **and printed BEFORE** you come into the room the day we do the lab. **There are computers in this room you may use the ones in the library.** IF there is a problem with printing at home come to school EARLY the day of the lab and bring the file to print here in school. (SAVE YOUR FILE FOR EMERGENCIES)

Pre-Lab: The first six steps must be typed up on or before the day we do the lab. A DATA TABLE template should also be part of your pre-lab write up. This should be done for both qualitative and quantitative data. See the examples given in class or come for help with this if you need it. **If you do not have your pre-lab write up you will have to sit down the day we do the lab and you will receive a grade of zero for that lab.**

#	STEP	DESCRIPTION
1	TITLE	This should reflect the purpose of the lab (see your manual). It should state both the dependent and independent variables. (When applicable)
2	PURPOSE	This should tell us why we are doing the lab and what we are hoping to learn from our analysis of the data.
3	EQUIPMENT & MATERIALS	A list of materials is also listed in your manual – make any changes to this list that I may give you BEFORE you type up your pre-lab.
4	PROCEDURE	This is a NUMBERED set of steps clearly and concisely stated that give each and all the directions to follow during the lab, including when to RECORD any DATA – qualitative or quantitative. ANYONE should be able to repeat your lab if they follow your procedural steps.
5	HYPOTHESIS (When applicable)	From your reading of the lab manual, class discussions and demonstrations, you MOST often can make an educated “guess” – statement about what you expect the results of the lab to be. This sometimes is not applicable.
6	VARIABLES (When applicable)	The independent variable is the one you change following your procedural steps in order to see what will happen to the dependent variable. Note the examples given in class. Often there is/are a control variable(s) which must be kept constant in order to eliminate effects in the experiment other than the two variables you are studying. Also, controls can be used as original standards in order to tell that something has changed when you do your experiment.
7	DATA	ALL measurements with numbers and units(quantitative information), and ALL observations, ideas or descriptive words (qualitative information)
8	ANALYSIS	This is where you SHOW your DETAILED calculations (no matter how simple), with every labeled piece of data, every number used with its unit and a labeled result of the calculation. Any REASONING using your qualitative data or information goes here as well – in narrative format. ANY GRAPHS go here as well
9	CONCLUSION & ALL QUESTIONS AT THE END OF THE LAB IN YOUR MANUAL	First a concise statement of what you’ve learned from this lab. Then a short discussion of any errors or inconsistencies during the lab and how you think these may have affected your lab data and results. Then answer ALL questions and General Conclusions regarding this lab – these are in your lab manual at the end of each lab.

All labs are due the day AFTER we do the lab in the room. At times there will be class discussions of the lab after we perform it, in which case, the lab would be due either at the end of the period or the next day depending on the discussion we might have. **You should NOT assume that any lab will be turned in two days after we finish it.**

