

Lab Report Check List

This is a summary and check list of the major points you should be paying attention to when you write your lab report. When you think you have completed your report, go through this list and check off each item to verify to yourself that you have adequately addressed each point. You must then staple this page to the front of your lab report. Lab reports without this check off list will not be accepted and they will be considered late .

- ___ You have proof read and spell checked your work correcting spelling and grammatical errors .
- ___ You have avoided using personal pronouns such as "We calculated the density of ... " Use the passive voice if necessary to avoid personal pronouns .
- ___ You have created a single document, which can be uploaded.
- ___ Your report is written in your own words. Remember that plagiarism will result in a grade of zero .
- ___ Your report is typed or word processed with standard font size (ie 10 or 12 pt) and type style (ie New Times Roman)
- ___ You have all the required sections of the report clearly labeled .
- ___ Cover page includes the lab title, your name, your lab partners' names, and the due date .
- ___ Introduction identifies the major scientific concepts and you have briefly discussed how this experiment addresses those concepts .
- ___ Introduction briefly explains what you did in this lab exercise avoiding details that belong in the methods section .
- ___ Introduction briefly but fully states each hypothesis tested in this lab .
- ___ Introduction briefly describes the major result and conclusions you reached in this lab avoiding details that belong in the results or conclusion sections .
- ___ Methods/Materials section has a list of all the relevant materials used in this lab, but avoids listing trivial items such as pencils, pens, etc .
- ___ Methods/Materials section has a detailed description of how this lab was conducted in outline format, but avoids trivial details such as "your teacher gave each group a graduated cylinder."
- ___ Results section includes all of the class data (unless otherwise instructed) including averages and correct units. These results are organized in a clear fashion and appropriately labeled .
- ___ Results section includes appropriate tables and graphs, clearly labeled, with the independent and dependent variables correctly placed, and correct units .
- ___ Conclusion summarizes the hypotheses, and you state if the results support or do not support them .
- ___ Conclusion discusses what specific results were used to reach your conclusions .
- ___ Conclusion contains the answers to any additional questions assigned to this lab exercise .
- ___ If you used any outside sources to write the report, a work cited page is included .
- ___ You have completed and signed this check list.

Name (Printed): _____

Student Signature _____

Date _____

Lab Grade: