

Checklist for recording a classroom demonstration into a laboratory notebook

- Create an entry in the Table of Contents with the page number. (Pages should be numbered already.)
- Record the date and the time.
- Provide a meaningful title for the demonstration
- Record the objective. Answer the question "What is the point of the demonstration?".
- Record the equipment and materials that are used for the demonstrations including all chemicals. Record solution concentrations - for example record 12 M Hydrochloric acid not just hydrochloric acid.
- Describe what happens - record any chemical changes and physical changes that occur.
- Provide diagrams with labels that show clearly how the demonstration is set up.
- Record any data provided.
- IMPORTANT! Reflect on the demonstration - explain what occurs and why it occurs.**
- Leave space for follow-up research. Sometimes a reference will be provided and you are expected to visit a link on the Internet.

Checklist for recording a laboratory into a laboratory notebook

- Create an entry in the Table of Contents with the page number. (Pages should be numbered already.)
- Record the date and the time. If you are working with a laboratory partner then record your partner's name.
- Provide a meaningful title for the laboratory. In most cases this will be provided to you.
- Record the objective of the laboratory - what is the main concept that is being explored, what is the purpose of this laboratory?
- Record the equipment and materials that are used for the laboratory including all chemicals. Record solution concentrations - for example record 12 M Hydrochloric acid not just hydrochloric acid.
- Give an outline of the procedure you will be following. Do not copy a detailed procedure word for word - summarize the main steps.
- Describe what happens during the laboratory - you are looking for chemical changes and physical changes to occur. Be descriptive. Organize your observations into charts.
- Draw pictures or take photographs, label diagrams completely.
- Record any data you collect into charts and tables. Check that you are using the correct number of significant figures. Be sure to label all units.
- Make any graphs required. If you use the computer then print out documents and glue them securely into the notebook. Your notebook should not have any loose documents in it.
- Note any errors, problems, spills, difficulties that occur during the experiment.
- Write a conclusion for the laboratory - summarize the results. If there is an unknown you should have a sentence something like "Unknown number ## was identified as _____." in the conclusion.
- IMPORTANT! Reflect on the laboratory - explain what occurs and answer any questions that are given to you. This is the section where you could state what you would do differently if you were to repeat the laboratory.**
- Provide references as needed.
- Use the Internet to find MSDS for the main chemicals used in the experiment. **Note any hazards.**