

Lab Report Guidelines

Prepare a written report of your experiment which includes the section titles listed below. These section titles should be used to label each section of your report.

- I. Title*
- II. Introduction*
- III. Materials and Procedures*
- IV. Data Collection*
- V. Results/ Data Analysis*
- VI. Discussion/Conclusion*
- VII. Questions & Answers (if applicable)*

The following information should be included in each section of the lab report.

- I. Title** -Be as specific as possible and briefly denote primary topic dealt with during the experimentation. The title should be written in the appropriate box provided on the lab book formatted page.
- II. Introduction** -In this section of the report you should include the following pieces of information:
 - a. Background information that explains the experiment that you have conducted. Important terms should be defined in the section.
 - b. Purpose of the lab and should be clearly stated in the introduction.
 - c. Variables: name and explain the variables. Include the independent variable(s) and the conditions. State the dependant variable(s) and discuss how it will be measured. Identify the control group and the experimental group. Discuss the experimental controls/constants: the experimental variables that will be help constant; include at least two.
 - d. Hypothesis – a testable hypothesis should be included, written in an if-then format. Include reasons for your hypothesis.
- III. Materials & Procedures** -A complete listing of the materials and supplies that were used to conduct the experiment should be included in this portion of the report. In this section of the report you should present the exact steps that were followed in your experiment. Clearly identify the control variables and the measurement techniques used.
- IV. Data Collection**- All of the data that was collected during the experiment should be presented in a data table or tables. **Don't forget units.** Include observations.
- V. Results/Data Analysis** -A graph of the data should be included in this section. Make sure that the graph is appropriately titled and axes labeled. Include a legend if necessary. Also you must include detailed written interpretation of the graph.
- VI. Discussion/Conclusions** -This portion of the report is used to clearly explain whether the results support or refute the hypothesis being tested. Explain what your findings mean and what conclusions you can draw from the data. Sources of error and suggestions for improvement should be included in this section.
- VII. Questions** – The discussion questions found throughout the laboratory should be *written and answered* in this section.

	POSSIBLE POINTS	EARNED POINTS/comments
Title	3	
Introduction	(16)	
Background information	4	
Purpose of the experiment	4	
Variables identified	4	
Hypothesis & Reasons	4	
Materials and Procedures	(15)	
Materials listed	5	
Procedures stated	5	
Control(s) identified	5	
Results/Data Collection/Analysis	(20)	
Data recorded in tables	8	
Graph(s) present	6	
Titled	2	
Axes Labeled	2	
Variables correctly identified	2	
Conclusion	(12)	
Summarizes results	4	
Errors identified	4	
Conclusion stated	4	
Improvements recommended	4	
Questions**	(34)	
Questions written	10	
Correctness	24	
**If there are no questions to be answered these 34 points will be equally distributed among the other sections.		
TOTAL POINTS	(100)	