

Chem 1061 Fall 2009
Lab Report Submission Guidelines

1. All laboratory reports will be submitted as pairs except for the lab project. No individual reports will be accepted without my prior approval. If your partner is not contributing equally to the work of preparing a lab report, email me as soon as possible and I will allow you to do individual reports.
2. Labs may only be made up in a different section during that same week, on a space-available basis. See the instructor. Your lowest lab score of the semester will be dropped. Do not purposely skip a lab since you don't know if something will cause you to miss a future lab.
3. Name your file correctly, in the form of *lastname_lastname_labX* where X is the experiment number. Incorrectly named reports will have a score deduction. All files must be saved in **at least two locations**, including your network drive, a flash drive, or MetNet email. At the end of the experiment, email a copy of your file to **all group members**. Do not save on floppy disks.
4. You must have at least one example calculation completed during our lab time, at which time I will initial your lab notebook. Perform calculations as you are recording your data in Excel so you can quickly identify problems with your data. If you are recording your data directly in an Excel spreadsheet, make a note of the file name and the storage locations in your notebook. All calculations must be performed inside Excel using formulas so I can check your method. You can use a calculator to check your work, but do not use a calculator for your answers. Prepare to stay in lab the entire duration of the period where I will be able to help you with your report.
5. Finish your report **well before** the day it is due. Start your report in lab and try to complete it that same evening or the next few days. You can move to the open computer lab once the lab period is over. If you have a question on your lab report, visit my office hours, post it to the D2L lab discussion board, talk with your classmates, or visit a tutor. Only email me with questions pertaining to your particular situation. General questions about calculations or problems in the lab report sent to my email will be directed to the D2L lab discussion board, so I (or your classmates) can address it for the whole class.
6. You should only submit **one file** as your report: typically a Microsoft Word .doc or .docx file with an embedded Excel spreadsheet. Lone Excel files will not be accepted. No WordPerfect, Microsoft Works, or other file types will be accepted. If you do not have Microsoft Office on your home computer, you must complete your report in the open computer lab (although if you plan on taking more science or business classes, Office is a good investment; it is available in the bookstore). Files submitted incorrectly will not be graded, and you will be assessed a late-work penalty once the correct file is uploaded. Let me know **well before the due date** if you have questions about your report file. In some cases, I may need you to upload a separate Excel spreadsheet for me after you've submitted your report. You will not be penalized for this.
7. All lab reports will be submitted via the D2L dropbox. On the course's D2L site, click "Dropbox" in the top navigation bar, click the dropbox for the assignment you are submitting, and **enter your name and your partner's name in the comments box** before uploading your file. Submissions missing the names will have a point deduction. Only one member of the group needs to submit the report, but you should email the report to your partner so you each have a copy. You will be able to clearly see what you have submitted in the dropbox, so there should be no question as to whether or not I received the file.
8. Lab reports are due in the D2L dropbox one week after the experiment unless otherwise instructed, **before the beginning of lab (3:00pm)!** Late lab reports will be deducted 10% of their final grade after the start of lab, then by another 10% for every additional day they are late.