

GENERAL LABORATORY INSTRUCTIONS

1. You are encouraged, but not required, to work with a partner (only one) to carry out all laboratory assignments. Partners may choose to turn in a single report whose grade will be assigned to both authors or separate reports that will be graded individually.
2. You will be given about a week to complete a report. Due dates will be listed on the Homework Assignment Sheet.
3. You may save your work as you go, either on the hard drive of the classroom computer or on your own disk. PLEASE be sure to rename the file if you save it to the hard drive, so that it does not overwrite my original template file.
4. **Laboratory reports are to be written in paragraph form, double spaced.** Though you may be asked to respond to specific questions, your report should not be presented as a list of answers to questions. You are to write a coherent report of what you learned that includes the answers to all requested questions as part of your discussion. You are encouraged to formulate and answer additional related questions to extend the topic further.
5. **Laboratory reports are NOT research reports.** You are not to research the topic in your textbook or anywhere else. This is a report on your explorations and findings as you worked through the laboratory assignment. Any evidence that you have looked up the topic in the textbook or elsewhere will diminish your grade.
6. **All laboratory reports are to be printed by a computer.** You may use any word processor. Reports may not be typed on a conventional typewriter nor handwritten.
7. Reports will be evaluated on the following criteria, not necessarily equally:
 - a. completion of all parts of the assignment.
 - b. understanding of the concept being explored.
 - c. mathematical insight demonstrated in answers to the questions.
 - d. clarity of the writing and proper use of all rules of English.
 - e. visual presentation.
 - f. asking and answering additional related questions of your own.