

Lab Reports Guidelines

Your lab report is a summary of the findings of your lab team. There are three parts to completing your report:

1. A first draft of the report is turned in both to the instructor and all team members. The draft should be near complete– ideally all research questions and proofs are finished and it is ready except for last minute edits.
2. Team members are required to read and comment on the draft. Comments are due back to the report writer by the next class period.
3. A final draft is due to the instructor. The final draft should adhere to the following lab report presentation and guidelines.

Lab Report Presentation and Guidelines

You are expected to type your report. **Handwritten reports that are difficult to read will be returned without a grade.** You should write in complete sentences using correct grammar and spelling. Your report should include the following:

- **Lab Cover Sheet:** The cover sheet is slightly different for each lab and can be printed from the website.
- **Introduction:** This section should be a well organized, easy to read summary of the important ideas covered in the lab.
- **Answers to Research Questions:** This section should answer all of the research questions and include proofs to any conjectures. You should include any relevant work, examples, and counterexamples. If you cannot provide a proof for your conjecture you should give evidence as to why you think your conjecture is true.
- **Answers to Exercises:** This section should answer all of the exercises asked within the lab.

For each report, the following points will be allocated (see accompanying rubric for explanation of how points are given):

- ◆ Presentation: 6 points
- ◆ Introduction: 6 points
- ◆ Research questions: 6 points each
- ◆ Exercises: 3 points each

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	6	5	4	3	2	1	0
Presentation	Your report is typed, your grammar and spelling are correct, and you wrote in complete sentences.		You didn't type your report, but it is neatly written. Your grammar and spelling are correct and you wrote in complete sentences. OR You did type your report, but have moderate grammar/spelling / complete sentence errors.		You didn't type your report, but it is neatly written. You have moderate grammar/spelling / complete sentence errors. OR You did type your report and have major grammar/spelling / complete sentence errors.	You didn't type your report, but it is neatly written and easy to read. You have major grammar/spelling / complete sentence errors.	You didn't type your report and it is difficult to read (will be returned without a grade).
Introduction	You clearly summarized all of the main ideas in the lab in an organized fashion.		Your summary was somewhat confusing or didn't cover all of the main ideas.		Your summary was very disorganized or you missed several of the main ideas.		Your introduction section is missing.
Research Questions requiring conjectures (6 points per question)* see key on back	Conjecture: A Proof: 1	Conjecture: A Proof: 2 OR Conjecture: B Proof: 1	Conjecture: A Proof: 3 OR Conjecture: B Proof: 2 OR Conjecture C: Proof 1	Conjecture: A Proof: 4 OR Conjecture: B Proof: 3 OR Conjecture C: Proof: 2 OR Conjecture: D Proof :1	Conjecture: A Proof: 5 OR Conjecture: B Proof: 4 OR Conjecture C: Proof: 3 OR Conjecture: D Proof :2	Conjecture: A Proof: 6 or 7 OR Conjecture: B Proof: 5 OR Conjecture C: Proof: 4 OR Conjecture: D Proof 3	Conjecture: E OR below score for 1
Research Questions which do not require conjectures. (6 points per question)	Your answer is correct and your solution path is clearly explained with supporting examples.	Your answer is correct or has minor errors, but your solution path is clearly explained with examples.	Your answer is correct or has minor errors, but there are some gaps in the explanation of your solution path.	Your answer is correct or mostly correct, but is not supported by your work. OR Part of the answer is correct and clearly explained.		Your answer and/or solution path has several errors or is not supported by your work.	Your answer is completely incorrect.
Exercises (3 points per question)				Your answer is correct.	Your answer contains a minor error.		Your answer is incorrect.

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* key for research question scoring

Conjecture:

A= conjecture is correct, complete and clearly stated

B= conjecture is almost correct; correct, but not quite complete; or not clearly stated

C= conjecture has minor errors or missing parts

D= conjecture has major errors or missing parts

E= conjecture is not at all correct

Proof:

1= proof is complete and clearly written

2= proof has small, minor errors, omissions or clarity issues

3 = proof is missing several minor components, but evidence or examples that support your conjectures is given

4 = proof is partly correct, but missing major components, but supporting evidence is given OR missing several minor components and no supporting evidence is given

5 = proof weak or incorrect, but supporting evidence given OR partly correct, but missing major components and no supporting evidence is given

6 = proof weak or incorrect, no supporting evidence given

7 = proof extremely weak or missing