

Student Checklist for Lab and Project Reports



1. **Mathematical substance.** Are the results correct? Have you solved all of the required problems? Have you done your computations correctly?
2. **Clarity and completeness of reasoning.** Is your work explained clearly, without any gaps in your thinking?
3. **Correctness of reasoning.** Your work will contain a number of logical steps in addition to any computations you make. Is your logic correct? Before applying a theorem, have you made sure that its hypotheses are met?
4. **Proper use of symbols and notations.** Have you defined symbols before using them?
5. **Audience awareness and writing style.** Could a fellow math student read your solution without struggling? Use your textbook's style as a model for your writing. Is your work "user-friendly?" Are tables, graphs, and important equations well displayed? Include plain English sentences as well as equations and computations. Label tables, equations, and graphs with numbers or letters so that you can refer to them within your write-up.
6. **Overall structure.** Have you included an introduction and a conclusion? Make your conclusion more than just a summary. Does your conclusion contain some remarks that connect different ideas from the lab (or project) and the course work? You must have a prediction in your paper. The conclusion is a chance to "show off" any insights you have gained while working on the lab or project.
7. **Mechanics of writing.** Have you used proper sentence structure, grammar, spelling, and punctuation?
8. **Critical and creative thinking.** Are your strategies unique and creative?