

## Information for Lab and Project Reports



### **Format**

Each report should begin with a paragraph of introduction giving an overview of the nature and purpose of the lab or project. This should be followed by a write-up of each activity—what you did, how you did it, and what conclusions you reached. Include the data you gathered and tables and graphs if appropriate. Show your work and indicate your thought processes in an organized fashion. Each report should end with a paragraph of summary, conclusions, and reflections. The report will be typed except for data information. This project will be no longer than 5 pages.

If a group wrote the report, clearly indicate the primary author for each part of the report. Authorship should be shared fairly among the group members over the course of the semester.

A “**Distinguished**” paper is one that meets assignment requirements and does so in an outstanding way.

- Demonstrates thorough understanding of concepts
- Concise main idea with supporting detail
- Utilizes mathematical vocabulary precisely
- Representations are accurate and appropriate (when applicable)
- A non-Math/Science teacher could follow all steps
- Contains only an occasional grammatical error
- Critical and creative thinking is in evidence

An “**Expert**” paper is one that meets assignment requirements and is well written, but represents less creativity or impact than a “Distinguished” paper.

- Demonstrates understanding of concepts
- Some detail to support the main idea
- Utilizes most of the mathematical vocabulary precisely
- Representations are mostly accurate and appropriate (when applicable)
- A non-Math/Science teacher could follow most steps
- Contains few occasional grammatical errors
- Critical and creative thinking is in evidence

An “**Apprentice**” paper is one that demonstrates assignment requirements but with inconsistent quality.

- Demonstrates partial understanding of concepts
- Lacks supporting detail
- Little use of mathematical vocabulary
- Representations are mostly accurate and appropriate (when applicable)
- A non-Math/Science teacher could follow a few steps
- Contains several grammatical errors
- Thinking tends to be ordinary rather than critical or creative

A “**Novice**” paper is one representative of barely adequate work and fails to fulfill assignment requirements.

- Demonstrates little understanding of concepts
- Does not stick to topic and/or incomplete thoughts
- Mathematical vocabulary is not used
- Representations are inaccurate or not included (when applicable)
- A non-Math/Science teacher could follow no steps
- Grammatical errors inhibit understanding
- Ideas are weak, poorly developed and not well organized

A “**F**” paper is a report not turned in or a very sketchy write-up.