

**Organic Chemistry
Laboratory Notebook and Technique Evaluation Form**

Name _____

Each category is worth from 0-4 points. Your performance will be assessed as follows:

0 = inadequate

1 = poor

2 = fair

3 = good

4 = outstanding

Category	Score
Table of contents has been included and all of the pages have been clearly numbered	
The work is organized properly and has adhered to the professional/legal guidelines for notebook quality (with lab partner signature)	
A clear and complete statement of purpose, a title, and the date has been included at the beginning of each experiment	
The table of physical properties is complete and sufficiently detailed (includes pertinent safety information)	
The author has included reaction schemes, structures, and detailed/descriptive equipment sketches to help clarify the chemistry	
Prelaboratory notes are provided in a clearly labeled section	
Calculations have been shown in a labeled section and are complete (units are provided)	
The author has made accurate observations, drawn inferences, cites evidence, and uses appropriate vocabulary	
Data and results have been appropriately organized into its own section and are complete	
A clear/easy-to-follow procedure has been included	
The follow-up summary provides closure to the experiment by providing the appropriate conclusions/insights	
The experiment holds high potential to be repeated as written up (could serve as a guidebook in the future)	
The scientist practices safety in the laboratory and keeps a clean/organized work environment	
The lab drawer is clean and contains all required equipment	
The scientist demonstrates high quality technique when working in the laboratory (skilled technician)	
The scientist works confidently and efficiently in the laboratory (appears to be prepared to work and gets the work done in a timely fashion)	
Average Score: A = 3.4 - 4.0; B = 2.7 - 3.4; C = 1.9 - 2.7; D = 1.4 - 1.9; F = <1.4	
Final Score (scaled to 50 points)	