

# Lab Notebooks

Notebooks = 5% of  
your overall grade

## The Book Itself

- The drawing notebook must be in a **bound** format such as:
  - Spiral notebook
  - Composition book
  - Drawing sketchbook
  - Loose-leaf binder
- Your lab work will not be deemed acceptable if submitted as a bunch of loose papers or as note cards. Neatness is key!
- Paper size should be between 7.5" x 9.75" (composition) or 8.5" x 11" (regular note paper)

## Minimum requirements

- All labs should be included, from the first to the last lab. This is usually microscopy/Porifera through to Chordata II or Protista. (Protista is not always included in the course).
- Material should be presented in the order in which it was taught:

Microscopes & Porifera	Arthropoda I (Chelicerata & Crustacea)
Radiata	Arthropoda II (Hexapoda)
Acoelomates (Platyhelminthes, Nemertina)	Mollusca
Minor Phyla - Pseudocoelomates (Nematoda, Rotifera, Entoprocta)	Echinodermata
Annelida	Chordata
	Chordata II
	Protista (depends on semester & professor)
- This notebook should contain only your personal notes taken during the lab period – nothing from the lecture – and NOT EVEN the pre-lab lecture given by your TA. **Do not fill up your lab note book with this information.** You will gain more points by adding your own observations next to a drawing or a dissection than by regurgitating everything your TA says during their pre-lab amble!
- Do not copy drawings from either the lab manual or the text book, nor any work from another student, past or present. The only time this is acceptable is when you have been absent from a lab and need a record of what you missed. In such a case you need to draw a line across each copied page to clearly indicate that you are not trying to get credit for the work. You must also state that the lab was copied, and from whom. This will be documented with the lab coordinator.
- Include **ALL** dissections and slides.
- ALL** of the taxa that covered in lab should be represented. Make sure that you have at least one or two drawings of some of the specimens, or additional notes to help you recognize other major specimens in the jars.
- Students retaking the lab may NOT resubmit their former lab notebook. They must repeat this lab exercise starting fresh.

## The Drawings

- Drawings must be in pencil. You may highlight using colored pencils – but NO pens, highlighters, felt pens or crayons.
- Each drawing should take up at least 1/2 of a page and be as detailed as possible.
- Label lines should be drawn with a ruler, not free-hand!
- Drawings should have at least 3 significant structures clearly labeled.
- Label structures using your lab manual as a guide. Remember the perfect drawings in your lab manual are of “perfect” specimens so it is unlikely that your dissections or your specimen will look exactly like this. If all of your drawings in your lab notebook look like those in the lab manual...your TA will be very suspicious!
- Add your own descriptions and interpretations of what you are looking at. These will help you on your lab practicals far more than anything else. “Yellow and crumbly in texture – easily broken if not careful!” etc.....

## Grading

- All student notebooks will be looked at by your TA before or after the midterm to give you hints as to how to improve your final grade. Notebooks will be graded by your TA during the Protista lab. All TAs will use the same grading chart to make the process as objective as possible.