

Schedule

- **Today:**
 - You may need to finish some experiments today
 - Start on Complete Report
 - See Report Guidelines document
 - I will discuss this in class next time
 - Team Member Evaluation (by end of class) to each other
 - 2 things that they did well
 - 2 things to improve
 - **Statistics assignment due**
- **Next Monday:**
 - Complete report given to peers (i.e., three other groups)
 - 3 printed copies **by 4:00 pm**
 - Critique one report (by 4:50 pm)

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Schedule (cont.)

- **Next Wednesday (2/13):**
 - **Quiz** on your project (1.5 hr limit)
 - Details of your experiment
 - Analysis procedure
 - Computations
 - **Complete Report** due (4:50 pm, printed)
 - Turn in critiques as well
 - **Leadership report** due (4:50 pm by email)
 - Summarize the comments made by team members
 - Do you agree with the comments by team members
 - Goals for the next team project
 - **Lab book** turned in to TA (4:50 pm)

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Complete Report Guidelines (from "Report Guidelines" document)

- 4 to 5-pages, single-spaced, 3rd person, team report
- 3 to 4 figures or tables
- Theory should be summarized, which may repeat material in the proposal.
- Purpose is to clearly show the logic used to arrive at the conclusions
- Questions to consider:
 - Would it help if some form of the raw data was included?
 - How were the raw data obtained?
 - How were the raw data analyzed?
 - Did you explain each step?
 - Which equations were used to analyze the data?
 - How confident are we in the conclusions?
 - Did I include enough statistics?

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Complete Report Guidelines (from "Experiments & Communications" document)

- General Headings
 - Objective
 - Experimental Apparatus
 - Theory
 - Method for Analyzing the Data
 - Summary of Results
 - Conclusions
- Example is available on my ChE 475 web page

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