Name: _____   **Score:**   **Notebook Grading Rubric**   **CHEM 435**

Criteria	Excellent	Acceptable	Fair	Unacceptable
General Clarity	Writing and organization allows reader to easily follow flow, understand and find information.	Writing and organization allows reader to follow flow, understand and find information with a small amount of effort.	Writing not always clear, or poorer organization requires more effort from reader to follow flow, understand and find information.	Poorly organized, requires significant effort of reader to follow flow, understand and find information.
Required elements present*[1] and notebook current.	All required elements present and up-to-date at submission.	All items present but some elements (e.g. data analysis/interpretation) incomplete for most recent expt (within 1-2 lab periods of submission*[2]).	Significant items absent from experiments performed within 2 – 3 lab periods of submission*[2].	Substantial required elements absent/incomplete for expts completed more than a week ago.
Procedures	Clearly and concisely describe steps of experiment, showing set up calculations and preps (e.g. to make solutions) and all necessary information to repeat.	Some information absent or incomplete but generally possible for a trained biochemist to attempt to repeat expt.	Significant omission of information making it difficult for a trained biochemist to repeat expt with certainty.	A trained biochemist could not repeat the expt.
Data/Observations	Complete, related to procedures and necessary information given (e.g. units). Good organization of data in tables or other ways to present clearly. Tables/Graph embedded or included as attachments.	Complete, but not always related to procedures or some necessary information absent (e.g. units). Tables/Graph embedded or included as attachments.	Not complete (e.g. Figures not embedded or not included as attachments.) or not always related to procedures or significant necessary information absent (e.g. units).	Significant data and observations or necessary information absent.
Results (Data Analysis)	Calculations and analysis using data are complete and logical. Figures, tables, or other graphics *clearly* present results or data with titles and figure legends that add appropriate context and necessary expt parameters.	Calculations and analysis complete and logical. Figures, tables, or other graphics *clearly* present results or data with titles and figure legends that add appropriate context but lack some minor information necessary to interpret them.	Calculations or analysis not complete. Figures, tables or other graphics present results or data but contain errors or lack significant information necessary to interpret them.	Necessary calculation or analysis absent. Data not presented as figures/tables or other graphics where appropriate.
Discussion/ Conclusion (Data Interpretation)	Logical conclusion(s) based on goals; Methods, observations and interpretations are evaluated and placed into context; thoughts and consideration of broader consequences of result(s).	Logical conclusion(s) based on goals; Methods, observations and interpretations are evaluated but not placed in context or less consideration of broader consequences of result(s).	Only portions of the results are evaluated, or contain unsupported assertions or less attempt to consider broader consequences.	No evaluation or interpretations of results are presented.

*[1] Required elements: Each expt has: Title, Intro/Purpose information, Procedures, Data & Observations, Results (data analysis), Discussion/Conclusions (data interpretation).

*[2] Definition of items that may be incomplete and acceptable lab periods covered depends on current lab activities/analysis required and/or any technical issues known to instructor.