**Notes Section**

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| **Criteria** | **Checklist** | **Points** | **Teacher Comments** |
| Table of Contents | * 0 – Missing Table of Contents * 1 – Table of Contents is poorly organized * 2 – Table of Contents is properly organized, but missing majority of page numbers and section titles * 3 – Table of Contents is properly organized and dated, some page numbers and section titles are missing or incorrect * 4 – Table of Contents is properly organized and dated, with correct page numbers and section titles |  |  |
| Content | * 0 – Student does not have a notebook * 1 – Less than 50% of content is present * 2 – At least 50% of content is present * 3 – At least 70% of content is present * 4 – At least 90% of content is present |  |  |
| Cornell Notes | * 1 – Notes are not done in Cornell format * 2 – Left hand column is not used * 3 – Left hand column has few relevant questions and keywords/points * 4 – Left hand column has many relevant questions and keywords/points |  |  |
| Organization | * 1 – Notes are disorganized and illegible * 2 – Notes are mostly disorganized and illegible, missing majority of example problems, some pages are not numbered * 3 – Notes are neat and legible, but lack highlights or underlining of topics, majority of example problems are listed, pages are numbered * 4 – Notes are neat and legible, important concepts are highlighted or underlined, example problems are clearly listed with solutions boxed, pages are numbered |  |  |

**Lab Section**

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| **Criteria** | **Checklist** | **Points** | **Teacher Comments** |
| Table of Contents | * 0 – Missing Table of Contents * 1 – Table of Contents is poorly organized * 2 – Table of Contents is properly organized but missing majority of page numbers and lab titles * 3 – Table of Contents is properly organized and dated, some page number and lab titles are missing or incorrect * 4 – Table of Contents is properly organized and dated, with correct page numbers and lab titles |  |  |
| Organization | * 0 – Lab notes are illegible * 2 – Lab is organized, tables may not be made with a straight edge, pages may be missing numbers, and solutions are not boxed in * 4 – Lab is well-organized, tables are made with a straight edge, pages are numbered, solutions are boxed in |  |  |
| Purpose | * 0 – The purpose of the lab is not stated * 4 – The purpose of the lab is stated |  |  |
| Procedure | * 0 – Procedure is missing * 2 – Either a drawing or brief description is available * 4 – A drawing and brief description of the procedure is present |  |  |
| Data | * 0 – No data section is present * 1 – Missing the majority of data * 2 – Data is present, but incorrectly labeled * 3 – Data section has the majority of data, some units * 4 – Contains all data tables correctly labeled with correct units |  |  |
| Results/Discussion | * 0 – Discussion questions are not answered * 1 – Most discussion questions are not answered * 2 – Majority of discussion questions are answered, but are mostly incorrect * 3 – Majority of discussion questions are answered, several may be incorrect * 4 – All discussion questions are answered and mostly correct |  |  |