

	score	excellent - 20	good – 17	satisfactory- 14	needs improvement - 11
summary (20%)		The summary is legible and a thoughtful analysis of experimental results and related literature is provided. Spectra are provide for comparison. What did you do and what did we learn?	The summary is legible. Experimental results are summarized and analyzed. Spectra are available for comparison. What did you do?	The report is mostly legible and summarizes the experiments performed.	The report is difficult to read or difficult to follow.
productivity* (20%)		Documentation of productive experimental work each day.	Documentation of productive experimental work most days.	Documentation of productive experimental work some days.	Documentation of productive experimental work few days.
notebook (20%)		Clear, accurate, dated notes, sufficient for the work to be reproduced. Complete sentences used to describe the aim/hypothesis of the experiment and the conclusions. TOC is up to date.	Clear, accurate, dated notes, sufficient for the work to be reproduced. TOC is up to date.	Accurate, dated notes, sufficient for the work to be reproduced.	Incomplete documentation of experiments.
data management (20%)		The report is archived. All digital data (NMR spectra, isotherms, TCL plate photographs, etc.) are archived as per data management guidelines. Both original data formats and open data formats are saved. Scanned notebook pages for completed experiments are stored. Metadata (e.g., the README files) are in place.	The report is archived. Essential digital data (NMR spectra, isotherms, TLC plate photographs, etc.) are archived as per data management guidelines. Metadata (e.g., the README files) are in place.	The report is archived. Some digital data (NMR spectra, isotherms, TCL plate photographs, etc.) are archived as per data management guidelines. Metadata (e.g., the README files) are in place.	Data storage is incomplete or metadata is missing.
inspection form (20%)		Form is completed accurately and truthfully. All items are answered in the affirmative.	Form is completed accurately and truthfully. Most items are answered in the affirmative.	Form is accurate but incomplete. Many items are answered in the affirmative.	Form is missing, inaccurate, or many items are answered in the negative.

total _____ (A: 100-91; B: 90-81; C: 80-71; D: 70 – 55; F: not submitted)

*indicate any sick days, days spent grading exams, or days spent teaching two lab sections

comments: