

Introduction



A. Objectives

Become familiar with

1. Your laboratory partners;
2. The laboratory setting;
3. Why and how to employ laboratory safety procedures;
4. Why and how to keep a laboratory notebook;
5. How this laboratory binder works.

B. During lab

Your instructor will introduce you to the laboratory binder and lab exams, laboratory setting, laboratory safety procedures and how and why to keep a laboratory notebook. Please listen carefully and take good notes.

C. After lab (before coming to the next lab)

1. Review laboratory safety procedures (Appendix A).
2. Review how to keep a laboratory notebook (Appendix B).
3. Buy an appropriate laboratory notebook.

D. Your laboratory binder

The laboratory exercises are available for you to copy or to print from the internet (<http://fog.ccsf.edu/~cpogge/Lab>). Most laboratory exercises follow the format outlined in Table 1.

Table 1: Laboratory exercise format and student preparation

Parts of lab exercise	Student preparation
A. Objectives	Before the practical, read through all the objectives and make sure you master them.
B. Before coming to lab	Read the background. Often, you are asked to prepare a protocol (see Appendix B). The protocol needs to be in your notebook at the beginning of class. Otherwise, you'll have to complete it outside the classroom. Often, that means that your lab partners have to wait for you. In addition, you'll lose points.
C. During lab	This part briefly outlines what you need to do during lab. It is also an indication of what you need to report in your notebook during lab. Do not forget to sign and date your notebook and to get your instructor's signature before you leave. As soon as you have questions, approach your instructor. Do not wait for your instructor to read your mind!
D. After lab	You should always review the lab shortly after you are done. What was the purpose of the lab? Why did you use certain procedures and materials? Fill out the review worksheet and identify questions you cannot answer. Discuss these questions promptly with your lab partners, the mentors, or your instructor. Do not wait for the questions to pile up into an overwhelming heap. Make sure you do the assignments as outlined in this section. You might have to turn in a report (see Appendix C) or write a short paragraph in your notebook.
E. Background Note 1 Note 2...	This section gives you theoretical background on the exercise of the day. It might also point you to optional resources like Reed et al. (available in the BAT lab) or on the internet. One of the notes outlines the procedure to follow – this is the section you usually have to condense into a numbered protocol.
F. Worksheet or review questions	Often, you'll have waiting periods during labs – use these times to fill out worksheets with your partners. Take advantage of your instructor being there to discuss your answers. Note that many questions on the lab exam will come directly from the study guide.

