

SSRA Laboratory Notebook/Reflective Journal Grading Rubric

It is a requirement that all SSRA students completing SSRA for Credit submit a completed Laboratory/Reflective Notebook by the due date as listed in the SSRA Induction Booklet

Your Laboratory/Reflective Notebooks are a record of your research activity during your project. Please note that assessment of your journal account for 40% of your final grade for the module and are a **MUST PASS** component of the SSRA Programme. (Failing the Laboratory/Reflective Notebook component of the SSRA Programme, will result in fail grade awarded for the SSRA Programme in total).

For Notebooks relating to laboratory based projects, it is critical that you enter all your procedures and data into your Notebooks in a timely fashion while you are conducting the actual project work. The aim, methods, results, conclusions and future directions relating to each experiment should be indicated in sufficient detail so that someone else could conduct the procedure with only the Laboratory Notebook as a guide. The reflective journals need to contain the following sections: Background (analysis of reviewed papers, conclusions; references); Aim and objectives of project; Methods; Results Data analysis; Overall conclusions of your project

Your Laboratory/Reflective Notebook needs to be signed at the end of each week by your supervisor and/or co-supervisor, at which time you can seek advice and feedback. At the end of 8 weeks there needs to be a final signature together with date from your supervisor.

Each weekly and end of 8 week signature should be identified with a coloured sticker or something similar. Please note that Laboratory/Reflective Notebooks form part of the assessment criteria if you are doing the module for credits.

Laboratory/Reflective Notebooks can be collected from the SSRA Office, C001 Health Sciences after the Student Induction Meeting in May.

This Laboratory/Reflective Notebook Rubric will guide you as to what is expected in the completed Notebook.

CATEGORY	PROFICIENT (4-5) – <u>PASS +</u>	DEVELOPING (2.5 - 3) - <u>PASS</u>	BASIC (0-2.4) - <u>FAIL</u>
ORGANISATION	<ul style="list-style-type: none"> All pages are numbered and dated. End of week page signed and dated by Supervisor/Co-Supervisor. End of Project sign-off by Supervisor/Co-Supervisor on final page of Lab Book. Each research activity or experiment contains a title, purpose, brief procedure or reference to lab manual. Observations, recorded data and calculations are present (or web links/references are provided to -omics data etc.). All information recorded in pen, not pencil. A table of contents listed on first page of Lab Book. 	<ul style="list-style-type: none"> Most pages are numbered and dated. Some end of week Supervisor/Co-Supervisors signatures missing. End of Project sign-off by Supervisor/Co-Supervisor on final page of Lab Book. Some of the research activities or experiments are missing one or two of the following: Title, purpose, brief procedure or reference of lab manual. Recorded data and observations are incomplete in some areas. Some of the information is recorded in pencil. Some missing information in the table of contents on first page of Lab Book. 	<ul style="list-style-type: none"> Most pages are not numbered and dated. Most Supervisor/Co-Supervisors end of week signatures missing. Missing end of Project sign-off by Supervisor/Co-Supervisor on final page of Lab Book Most of the research activities or experiments are missing several of the following: Title, purpose, brief procedure or reference of lab manual. Recorded data and observations are incomplete in most areas or not present. All information is recorded in pencil. Most information not recorded in table of contents on first page of Lab Book.
CONTENT	<ul style="list-style-type: none"> All observations are recorded completely. All data is recorded and neatly presented with units correctly numbered and/or explained (or web links/references to full data are provided). All calculations are included and neatly presented with details including units correctly numbered and/or explained. 	<ul style="list-style-type: none"> Observations are not complete and missing important details. Data recorded, but is not presented neatly and in some instances is missing units or has incorrectly numbered and/or missing explanations. Calculations are included, but are not presented neatly or have missing details including units incorrectly numbered and/or missing explanations. 	<ul style="list-style-type: none"> Observations are mostly missing. All data is not recorded and not neatly presented with missing units and incorrect missing explanations. Calculations are not included or are very sparse with no units numbered and/or incorrect or missing explanations.

CATEGORY	PROFICIENT (4-5)	DEVELOPING (2.5-3)	BASIC (0-2.4)
ANALYSIS	<ul style="list-style-type: none"> Data is explicitly analysed, methods of analysis are described with appropriate detail. Calculations are presented neatly. Graphs, if appropriate are included with analysis of scope and related information. Sources of error are explored and considered when evaluating data. 	<ul style="list-style-type: none"> Data analysis is implied, but not explicit, and methods of analysis are not described or properly used. Calculations are not complete and are not neat/illegible in some instances. Graphs, if appropriate, are included but they are not complete or incorrect. Sources of error are explored, but they are inadequate or incomplete. 	<ul style="list-style-type: none"> Data analysis is not included. Calculations are missing. Graphs, if appropriate are missing or grossly incorrect Sources of error are not explored.
CONCLUSION	<ul style="list-style-type: none"> Results are explicitly interpreted and compared with literature and/or concepts if appropriate. Conclusion is written in coherent manner with proper English syntax. 	<ul style="list-style-type: none"> Superficial and immediate conclusions are recorded. Results are interpreted but interpretation is not explicit. Conclusion is unclear and isn't written coherently. Contains some spelling or grammatical errors. 	<ul style="list-style-type: none"> Conclusions are not logical and /or do not agree with data presented. Conclusions are written in an incoherent manner with many spelling and grammatical errors.