2016 – 2017 (MS)²TC Science Fair Project
Log Notebook Guidelines & Helpful Information

The purpose of the log book is to record all information related to your project and is proof that certain activities happened at specific times. Follow these guidelines for keeping a neat and accurate science fair project log book.

1. The log book is an original, one of a kind. Do NOT lose it.

2. The log book should be a durable, **bound composition book**.

3. Label your log book with your name(s), phone number, email address, & teacher's name in a prominent location.

4. What you write in your log book is for others and you to help recall, verify, and present all that you do in your project.

5. Always use a blue or black ink pen. Do not erase. Do not use liquid paper (white out). If you make a mistake or change your mind, use a single line mark through.

6. Write all entries in black or blue ink (waterproof ink is recommended). Glue, staple or tape any loose papers and photocopies or print outs of important items to the pages of your log book. Make sure that no edges of documents are sticking out the edge of your log book.

7. Include a **Research Idea Origin** – Why did you choose this topic/area of study?

8. Write everything that would be necessary for someone else to repeat your project and obtain similar results.

9. Number your log book pages even numbers on the left and odd numbers on the right.

10. Always date every entry, just like a journal. Entries should be descriptive and concise about what it is that you were/are working on that day.

11. The log book should be used during all phases of your project, jotting down ideas or thoughts for a project, phone numbers, contacts, or sources and prices of materials, source references (Bibliography/Works Cited list), diagrams, graphs, figures, charts, sketches, photos, or calculations.

12. The log book is documentation of your work. Therefore, log entries should include your brainstorming, calculations & data collection, library/internet searches (Bibliography/Works Cited list), phone calls, interviews, meetings with mentors or advisors, notes from tours of laboratories, research facilities and other related activities.

13. The log book is documentation of your work. Use it regularly and write down everything, even if it seems insignificant. Make sure that you describe things completely, so that when you read your notes weeks or months later you will be able to accurately reconstruct your thoughts and/or reproduce your work.

14. Organize your log book. Make a table of contents, index, and create tabs for different sections within your log book. For example, have a data collection section, a section with contacts, sources, etc. and a section of schedule deadlines.

15. Always include any changes made to your experiment or the procedures, mishaps, failures, or mistakes.

16. Include any and all observations made during your experiment. Record ALL data directly in your log book.

17. Include a reflections section in your log book. For example, what if anything would you do differently next time? What part of the experiment could be changed to improve the experimental procedure?

Remember, keeping up a great log book throughout the entire duration of the science project really pays off later! Not only will a nicely maintained log book impress your teacher and the judges at the fair, it is also a crucial component required by the **SEFMD** should your project be chosen to represent **(MS)²TC** at **Science and Engineering Fair of Metropolitan Detroit (SEFMD)**.

Name(s)_____ Project Title_____

2016 – 2017 (MS)^{2}TC Science Fair Log Notebook Check Rubric

Log Book Check #1   **Due Date:** Wednesday, 11/30   **Class Due In:** Science

_____ Log book is labeled properly per **Log Book Guidelines & Helpful Information** document. (2 pts)

_____ Table of Content is present. (2 pts)

_____ Tabs for different sections in log book present. (2 pts)

_____ **Research Idea Origin** – Why did you choose this topic/area of study? (2 pts)

_____ Statement of Problem – A clear statement of what the project tries to prove or find out. (2 pts)

_____ Hypothesis is stated clearly. (2 pts)

_____ Evidence of background research about topic was started/completed. (2 pts)

_____ Start of a Bibliography/Works Cited list. (2 pts)

_____ Journal – event by event entries of background research, procedures, observations, etc. started. (2pts)

_____ Material List – list of all materials used or will be used for the project. (2 pts)

_____ **Total Points** (20)

Log Book Check #2   **Due Date:** Tuesday, 12/13   **Class Due In:** Science

_____ Evidence of background research about topic is complete. (2 pts)

_____ A minimum of three (3) to five (5) sources shown in a Bibliography/Works Cited list. (2 pts)

_____ Journal – event by event entries of background research, procedures, observations, etc. continued. (4 pts)

_____ Material List – list of all materials used for the project, is present and complete. (2 pts)

_____ Procedure – A step by step explanation of what was done and how students accomplished it. Identifies the control and variables. (4 pts)

_____ Data – charts, data tables, photos, pictures, diagrams of experiment evident. (4 pts)

_____ Results – narrative (written) explanation of Data results started/completed. (4 pts)

_____ **Total Points** (22)

Log Book Check #3   **Due Date:** Wednesday, 01/18   **Class Due In:** Science

_____ Journal – event by event entries of background research, procedures, observations, etc. completed. Log book shows more entries made since check #2. (4 pts)

_____ Data – charts, data tables, photos, pictures, diagrams of experiment shown and complete. (4 pts)

_____ Results – narrative (written) explanation of Data results completed. (4 pts)

_____ Draft of Conclusion completed. (4 pts)

_____ Abstract – completed in class & turned in to Science teacher; a printed copy is included in log book. (2 pts)

_____ **Total Points** (18)