

ChE 3820: Unit Operations Laboratory  
Department of Chemical Engineering and Materials Science  
Fall 2008  
Report Guidelines

Follow format described by the “Long Narrative Report in Memorandum Format”, page 57, Jeter and Donnell Writing Style and Standards in Undergraduate Reports.

*Students are expected to follow the editing checklist presented by Jeter and Donnell, pages 133-138.*

**Introduction (5 points)**

Contains:

1. 1-2 paragraphs. Describe the objectives of the work and a brief description of the experiment(s) performed.

**Safety Assessment (5 points)**

Contains:

1. 1 paragraph. A discussion of specific hazards identified by the group.
2. MSDS's for each compound used in the experiment.

**Results and Discussion (75 points)**

Contains:

1. Results in tabular and/or graphical format combined with appropriate text to describe the results.
2. Any relevant equations used in the manipulation of data; presented in the context of where they were used.
3. A comparison of student data with available theories.
4. Data from control experiments.
5. A thorough error-analysis that defines the statistical uncertainty in all data. Legitimate sources of determinate error are identified.

**Conclusions (5 points)**

Contains:

1. 1 paragraph. Summarizes the key results of the work.

**Appendix (10 points)**

Contains:

1. All raw data in MS Excel spreadsheet format. Clearly labeled with units.
2. Sample calculations. Students are encouraged to use MathCAD for this section. Otherwise, sample calculations may be neatly written by hand on plain white paper or green “engineering” paper. Units must be included in all calculations.