

Journal Entry Guidelines

You will keep a journal of field and laboratory activities associated with this course. The journal notebook is to be a binder or spiral-bound with dimensions approximating the size specified in class and on the attached example sheet. Each entry is to follow a standard format, chronologically organized, be neatly handwritten in pen, and be appropriately descriptive of the location, conditions, and observations for that day. Use the general format on the attached sample page for **field entries**. Field entries pertain to activities conducted outdoors, unless otherwise indicated by the instructor. Each entry should include *date, location, weather conditions, and moderately detailed narratives of site and activity*—be mainly objective.

Entries based upon **laboratory investigations** should include the following sections with each heading : Introduction (background information), Methods (materials and procedure), Results and Discussion (data summarization, conclusion). You will be graded on participation and quality of entries. Journals will be graded twice during the semester—see schedule for due dates. There will be a 5-pt deduction for each [calendar] day late; journals will not be graded if submitted more than 7 days from submission deadline. To receive credit for a class activity, attendance and a proper corresponding entry is required—examples leading to point deductions: illegibility, failure to follow proper format, inaccurate or insufficient details. Late inclusion of entries (outside the range of dates for that grading period) will not be accepted, nor will entries be re-graded at a later date. *Hence, seek any assistance prior to submission deadline.* Any late submissions must be submitted directly to and logged in by instructor or personnel in the NAS Division.