



Introduction to Good Documentation Practices

The earner of this badge demonstrated understanding of good documentation concepts including proper lab notebook keeping, electronic lab notebooks, and standard operating procedures. The earner has taken a minimum of 1 quiz assessment with each concept and has shown the ability to a laboratory notebook write-up.

Earner:		Supervisor:		Date:	
Earning Criteria	The earner will watch a series of videos. These videos have accompanying quizzes that assesses material covered during the video. The earner must get a 100% on all accompanying quizzes to earn this badge. The earner has also written down pre-experiment information into a notebook, which was graded for correctness.				
Reviewing Criteria	The supervisor will use the provided checklist to assess the earner's laboratory notebook and quizzes— please use the space at the bottom of the checklist and/or the comments section to provide feedback for the earner.				
Scoring Criteria	Earner must get a "Yes" in all categories to earn the badge.				
				Yes	No
Skills Assessed: Good Documentation Practices					
Proper Lab Notebook Keeping: Pre-experiment notebook assessed on: chemical safety; procedure; objective of procedure; required math and equations; additional safety concerns (heating mantle, possible electrical hazards, etc.)				<input type="radio"/>	<input type="radio"/>
Electronic Lab Notebooks: Use of electronic lab notebook; exposure to more methods of laboratory notebooks				<input type="radio"/>	<input type="radio"/>
Standard Operating Procedures (SOP): Ability to read and understand an SOP; knowledge on what is in an SOP				<input type="radio"/>	<input type="radio"/>

Supervisor/Issuer: Please use the space below to provide feedback for the earner.

Recommend award of the badge:

YES

☐

NO

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Earner Signature:

Supervisor Signature:

Issuer Signature: