



Minority Engineering Program of Indianapolis The Project Notebook

Grade: _____

The project notebook is a very important part of your science project because it will tell the story of the entire project, from the beginning to the end, and will tell of everything you used, everything you did, everything you observed, and everything you learned. In a way, this is the most important part of your project.

A project notebook consists of four parts:

1. The Cover (folder)

a. Must have a label with:

TITLE OF PROJECT

NAME OF STUDENT (presenter)

NAME OF COURSE

NAME OF TEACHER

b. Must be clean, free of smudges, and not be bent or torn.

c. Must hold inside pages securely and neatly.

2. The Title Page

a. This is the very *first page* of your notebook.

b. See sample title page.

3. The Outline

The outline is a separate document and should be placed in the project notebook as the *second page*. Copy the outline exactly, except for the word *title*, which of course will be the name of your project. Do not copy words in brackets. This outline is the guide you will use in writing your report.

4. The Report

The report follows the outline page and represents the “meat” of the project. *The report should be made from the outline that appears in your notebook.* By following this outline, your report will be well organized and much easier to compose than writing without a plan.

The top (head) of the report should begin with the title of your project and begin each paragraph of your report with the corresponding line of each *Roman numeral* item of your outline, but do not include the Roman numeral. Include only the item word, such as: Introduction, Method, Observations, Conclusions, Future Plans, Acknowledgment, and Bibliography.

Your report should be free of spelling errors, should be clearly readable, *must be in ink or typed*, and should be written in an interesting and intelligent style. Write on one side of paper only.

The length of the report should be determined by the nature of your project, the detail of your project, the amount of work done, and your ability and style of writing. In general, a project with 8 to 10 pages including the title page, outline, and bibliography is acceptable, but this will vary with different teachers. Ask to make sure!