**Pre-lab and In-lab Elements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Element***How to measure your progress* | **Experiment Number** | **My total…** | **Matches letter…** | **Minimum requirement** |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  |  |  |
| **Concept Checks, Pre-lab and Notebook – Timeliness** Logo  Description automatically generated/A picture containing icon  Description automatically generated*✓ if submitted all components on time**X if anything is not submitted on time* |  |  |  |  |  |  |  |  |  |  | A = 6 / 7B = 5 / 7C = 4 / 7 |
|  |  |  |  |  |  |  |  |  | *Total # ✓ for non-grey boxes* |
| **Concept Checks – Quality** Logo  Description automatically generated*Write your score out of 5**Take an average of points offered* |  |  |  |  |  |  |  |  |  |  | A = 4.75 / 5B = 4.50 / 5C = 4.00 / 5 |
|  |  |  |  |  |  |  |  |  | *Average pts for non-grey boxes* |
| **Pre-lab – Quality** Logo  Description automatically generated*Write your score out of 10**Take an average of points offered* |  |  |  |  |  |  |  |  |  |  | A = 9.00 / 10B = 8.00 / 10C = 7.00 / 10 |
|  |  |  |  |  |  |  |  |  | *Average pts for non-grey boxes* |
| **Notebook – Quality** Logo  Description automatically generated*Write E, G, or N for each* |  |  |  |  |  |  |  |  | E =G =N = |  | A = 6 E, 1 G, 0 NB = 5 E, 1 G, 1 NC = 4 E, 1 G, 2 N |
|  |  |  |  |  |  |  |  |  |  *Total Es’, G’s, and N’s* |
| **Lab Citizen** A picture containing icon  Description automatically generated*Write E, G, or N for each* |  |  |  |  |  |  |  |  | E =G =N = |  | A = 7 E, 1 G, 0 NB = 6 E, 1 G, 1 NC = 5 E, 1 G, 2 N |
|  |  |  |  |  |  |  |  |  | *Total Es’, G’s, and N’s* |

\* If your total doesn’t quite meet the requirements for a C, your grade in that category is a D.

\* Greyed out boxes don’t count towards your total/average for the quarter. They are there so that you have practice with our system. Fill out these boxes.

\* Even ONE late assignment from the “pre-lab and in-lab” category makes that whole experiment’s Timeliness LATE.

\* / Tokens cannot be used on to raise a grade in a Timeliness with any X that was not resolved within the grace period. Please see the syllabus for information on the grace period.

\*  Tokens cannot be used on Lab Citizen scores

**Post-lab elements**

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| --- | --- | --- | --- | --- |
| **Element***How to measure your progress* | **Assignment number \*** | **My total…** | **matches letter…** | **Minimum requirement** |
|  | 1/2 | 3/4 | 5/6 | 7/8 |  |  |  |  |
| **Safety and Techniques** Logo  Description automatically generated*Write E, G, or N for each* |  |  |  |  | E = G = N =  |  | A = 3 E, 0 G, 1 NB = 2 E, 1 G, 1 NC = 1 E, 2 G, 1 N\*See Grade Tracker FAQ on Canvas for full table |
|  |  |  |  |  | *Total E’s, G’s, and N’s*  |  |
| **Experimental Design** Logo  Description automatically generated*Write E, G, or N for each* |  |  |  |  | E = G = N =  |  |
|  |  |  |  |  | *Total E’s, G’s, and N’s* |  |
| **Presentation of Results** Logo  Description automatically generated*Write E, G, or N for each* |  |  |  |  | E = G = N =  |  |
|  |  |  |  |  | *Total E’s, G’s, and N’s* |  |
| **Data Analysis** Logo  Description automatically generated*Write E, G, or N for each* |  |  |  |  | E = G = N =  |  |
|  |  |  |  |  | *Total E’s, G’s, and N’s* |  |
| **Beyond the Course** Logo  Description automatically generated*Write E, G, or N for each* |  |  |  |  | E = G = N =  |  |
|  |  |  |  |  | *Total E’s, G’s, and N’s* |  |
| **Writing Focus - Content** Logo  Description automatically generated*Write E, G, or N for each* |  |  |  |  | E = G = N =  |  |
|  |  |  |  |  | *Total E’s, G’s, and N’s* |  |
| **Writing Focus - Style** Logo  Description automatically generated*Write E, G, or N for each* |  |  |  |  | E = G = N =  |  |
|  |  |  |  |  | *Total E’s, G’s, and N’s* |  |  |
| **Timeliness** Logo  Description automatically generated/A picture containing icon  Description automatically generated*✓ if submitted by agreed-upon deadline, X if not*  |  |  |  |  |  |  | A = 4B = 3C = 2 |
|  |  |  |  |  | *Total # ✓* |  |  |

\* Every post lab assignment MUST BE SUBMITTED in order to receive a passing grade.

**At the end of the quarter**

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| --- | --- | --- |
| **Icon  Description automatically generatedHow do I use tokens?** At the end of the quarter, look for 1-2 places in your Tracker where a token would help the most. You get one token for free! You can earn a second through participation in the **optional** mid-quarter activity.  |  | You will get no lower than the letter grade in this table. We reserve the right to adjust the lines to be more generous. We will not adjust the lines to be less generous! |
| Here is what a token can do: *Increase the letter in a single row by 1: If you earned a “B” to could become an “A” or if you earned “D”, it could become a “C.”* You can use token(s) in one of three categories:* **Category 1:** One “Timeliness” category if the following grace period is met: The late assignment(s) must have been submitted before the next of the same assignment type was due
	+ If the assignment(s) were submitted after the next of the same assignment type was due, that row **cannot** be changed with a token
* **Category 2:** One “Quality” score in the “Pre-lab or In-lab” table
* **Category 3:** One question type in the “Post-lab” table

Once you use a token in one category, **you must use a different category for your 2nd token (if earned)**. As noted above, tokens cannot be used to change Lab Citizen grades. | **Grade** | **GPA range** | **Total score** |
| **A**  | 4.000 – 3.667 | 52 – 48 |
| **A-** | 3.666 – 3.334 | 47 – 44 |
| **B+** | 3.333 – 3.001 | 43 – 40  |
| **B** | 3.000 – 2.667 | 39 – 35  |
| **B-** | 2.666 – 2.334 | 34 – 31 |
| **C+** | 2.333 – 2.001 | 30 – 27  |
| **C** | 2.000 – 1.667 | 26 – 22  |
| **C-** | 1.666 – 1.334 | 21 – 18  |
| **D** | 1.333 – 1.000 | 17 – 13  |
|  |  |

|  |  |  |
| --- | --- | --- |
| *Number of A’s in the “match” columns:* |  | x 4 =  |
| *Number of B’s in the “match” columns:* |  | x 3 =  |
| *Number of C’s in the “match” columns:* |  | x 2 =  |
| *Number of D’s in the “match” columns:* |  | x 1 = |
| Find your total score by taking the sum:*It should be a number between 13 and 52* |  |
| Divide the sum by 13 to find your GPA for the class:*It should be a number between 1 and 4* |  |

**Here’s what you need to do:**

1. Fill out the grade tracker table with your work from the quarter
2. For the 1-2 places where you use tokens, change the number/letter to the “post token” value & turn the font **RED**
3. Use the number of A’s, B’s, C’s, and D’s from your post-token tracker to fill out the last table that helps you calculate your GPA. If everything is filled out correctly, this is your minimum final grade!
4. In order to use token 1, tell us how you chose to use it:
5. In order to use token 2 (if you earned a token 2!), tell us how you chose to use it:
6. Reflect on your lab experience and grade this quarter. What strategies could you use in future courses at Northwestern that helped you in this class? Is there any strategy you’d like to enact moving forward to improve your performance?
7. Submit this completed Grade Tracker to Canvas for the instructional team to review. *If the tracker is turned in after the deadline, you will not be allowed to use tokens.* Don’t forget to double check for errors with the Grade Tracker FAQ! if you make mistakes filling out the tracker, we will have to fix them, and your final grade could be impacted.