Pre-report checklist

1. Introduction
   1. What is some background for why we’re doing this project? (the problem)
   2. What is the purpose of the project? (the objective)
   3. Briefly, what did we do to meet our objective? (the strategy)
2. Field Methods
   1. Description of field site
   2. Where did you sample or collected public data? What types of samples were collected at each site?
   3. Include map (Google images satellite is good) with sampling locations
   4. How did you collect the samples? What equipment did you use?
   5. What measurements did you take in the field? What equipment did you use to do so?
   6. Table of samples collected with field measurements
   7. Did anything go not as planned? That is, write what you did, not the instructions, if they differ from each other.
3. Laboratory methods
   1. Preparation of water samples for the different analyses, including chemicals used, volumes, dilutions, filter type, etc.
   2. If applicable, what laboratory procedures were followed to process and analyze collected samples.
   3. What instrument was used for each analysis?

Rubric (100 pts total)

1. Title and author (10 pts)
2. Introduction (30 pts)
   1. Description of problem – 10 pts
   2. Scientific question – 10 pts
   3. Background information with references – 10 pts
3. Methods (50 pts)
   1. Background information on the field site (10 pts)
   2. Map of sampling locations (10 pts)
   3. Field collection (20 pts)
      1. Description of sample locations (5 pts)
      2. Sample collection, including equipment (5 pts)
      3. Description of subsampling for different analyses (5 pts)
      4. Field measurements, including equipment (5 pts)
   4. Laboratory analysis (5 pts)
   5. Table of samples with field measurements (5 pts)
4. Reference List (10 pts, recommend citation format is [APA](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html))