

Strict guidelines that you MUST follow for the course SRP (part 1/3)

- 1) At the start of the SRP, a stamped and numbered empty lab journal will be handed out to you = each student in the course (ask the SRP course coordinator for a new one if number 1 gets full, etc.). You **MUST** use this as your MASTER document for all your log notes for your Small Research Project. The Zernike Institute Top Master Program remains the owner of the lab journal. In case of a regular SRP planning, you must hand over your lab journal(s) at the end of the course to the SRP course coordinator, within days after the symposium of the course (exact date will be communicated). After all grading procedures, your host group is obliged to archive your lab journal (for at least 7 years as an examination document, and 10 years as research archive).



Strict guidelines that you MUST follow for the course SRP (part 2/3)

- 2) During the first week of your project, you must inform your (daily) supervisor(s) about the fact that you must use a lab journal from the SRP course. Also, you must ask her/him for advice, and about the guidelines from the research group on how you must keep good log notes for your project. Make sure you know very well (from the start) what your research supervisor is expecting from you (in general, and in the area of documenting your work).
- 3) Your lab journal is an important document that will be reviewed by your supervisor and the SRP course coordinator at the end of this course, and the quality and level of its contents play a strong role in determining your grade for the course SRP.
- 4) The lab journal is your master document, that should reflect your research ideas, activities, and progress. You can make references from it to computer (log) files, prints of graphs in a binder, or data and notes in a long-term data storage (if in line with group RDMP plan). However, the master lab journal should be readable and make sense on its own, if you only read the master document.
- 5) You must number each (right) page. Never tear out a page.

Strict guidelines that you MUST follow for the course SRP (part 3/3)

- 6) As discussed during the lecture on how to use a lab journal, you can make notes
(**A**) to support your personal process (creative, ideas, exploring, study notes, reminders).
(**B**) for disciplined logging of all relevant progress, results, failures, and details, as instructed by your supervisor (as directly required for your task in the group).
All content of type **A** must go on **left** pages, all content of type **B** must go on **right** pages.
Some items maybe belong in a gray area between A and B – do not worry about it and just use A or B.
Keep these left and right pages fully synchronized (it is okay if that gives some empty left or right pages).
- 7) You must start the entry for each day with a horizontal line “_____” going over the left and right page, and a clear marking of the date.
- 8) Each day, your entry should at least contain:
- at the start, a few lines of text that describe your plans for the day.
 - at the end a few lines of text that summarize your progress and main findings/results of that day, and their consequences for your further work and planning.
 - in between, document log notes from your research.