### General/Grammar (20 points):
- Justification - not left and right justified  
  -5
- Poor general page layout (margins, font, etc)  
  -5
- Title - not properly worded  
  -2
- Spelling - general words misspelled  
  -2 each
  - Chemical names misspelled  
  -4 each
- Grammar - failure to comply with the following:  
  - Used and maintained proper tense for section, good general grammar  
  -2 to -10
  - Missing page numbers, cover page, section labels  
  -5 each
- General format of tables and figures  
  -2 to -5
- Failure to attach this grade sheet to paper front  
  -5

**Subtotal: (not to exceed 20 points)**  

### Abstract (10 points):
- Missing Abstract entirely  
  -10
- Abstract not really an abstract  
  -8
- Missing chemical names or reactions  
  -2 to -5
- Missing mention of how purity was checked  
  (eg. IR, NMR, GC, TLC etc.)  
  -2 to -5

**Subtotal: (not to exceed 10 points)**  

### Introduction (20 points):
- Missing background information  
  - Reasons for selecting compounds produced  
  -3
  - Commercial importance, sources, uses, etc.  
  -4
  - Review of reactions used, advant. & disadvan.  
  -5 to -10
  - Alternate synthesis routes, if possible  
  -5

**Subtotal: (not to exceed 20 points)**  

### Procedure (60 points):
- Did not use 3rd person, past tense  
  -10
- Missing g. mmol used (need both for all chemicals)  
  -5 each
- Missing balanced equations  
  -5 to -20
  - Equations, but not balanced  
  -3 to -12
  - Missing structures of chemicals  
  -3 to -15
  - Structures not typeset (each rxn)  
  -5
- Missing table of chemicals used  
  -5 to -20
  - Some info in table inaccurate or missing  
  -3 to -15
  - Table split across 2 pages  
  -5
- Procedure not all inclusive or incorrect  
  -3 to -12
  - Missing tests used (e.g. IR, NMR, GC, TLC)  
  -2 to -10

**Subtotal: (not to exceed 60 points)**  

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**Total (not to exceed 100 points):**  

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IR Analysis (60 pts):

- Missing IR from intermediate steps or all steps -10 each
- Missing reference IR from intermediates -10 each
- Missing tables for the IR analysis -20 each
  - Peak analysis incorrect -2 to -10
  - Not all “significant” peaks analyzed -2 to -10

Subtotal: (not to exceed -60 points)

NMR Analysis (60 pts):

- Missing NMR from intermediate steps or all steps -10 each
- Missing reference NMR from intermediates -10 each
- Missing tables for the NMR analysis -20 each
  - Peak analysis incorrect -2 to -10
  - Not all “significant” peaks analyzed -2 to -10

Subtotal: (not to exceed -60 points)

Discussion/Results (60 points):

- Missing Tables of Results -5 to -20
  - Product masses, % Yields, MP, other tests besides IR, NMR (e.g., GC, TLC)
  - Missing or incorrect calculations of % yield -5 each
  - Missing discussion of side reactions, yields, etc. -5 to -10
  - Discussion not logical -5 to -15
  - Missing discussion of “How to Improve Experiment” -5 to -10

Subtotal: (not to exceed -60 points)

References (10 points):

- No references -10
- References are not endnotes -8
- Incorrect formatting of citations -5
- Failure to give citations for various information -2 each

Subtotal: (not to exceed -10 points)

Participation/Yellow Sheets (100 points):

- Failure to turn in yellow sheets (raw data) -100
- Failure to turn in final product -10
- Missing pre-lab information for each step -15 each
  (may all be included in one table)
- Missing experimental details -10 to -30
- Pages not dated and signed by experimenter and TA -10 ea
- Did not void blank spaces/Initial -5 each

Subtotal: (not to exceed -100 points)

Late Penalty (After final exam, Thursday 12/6/12) -20pt/da

Total of reduced points (not to exceed -400 points):

Grand Total (400 minus Total of Reduced Points):