



Engineering Notebooks

Engineering Notebooks are used to record and document intellectual property when developing solutions to engineering problems. They contain a record of ideas, inventions, experiments, records, and observations and are an essential record of each student's work.

A student's notebook records:

- the chronological account of all projects
- research
- notes
- sketches
- test procedures and resulting data

Established Conventions:

1. Every page is numbered sequentially, front and back, prior to entries being made.
2. Pages can be ruled or grid format.
3. Concepts, results, and references are presented in a logical manner. Entries begin at the top and left of each page and work down and right.
4. All entries are made in permanent ink.
5. Blank space is never left on a page. Mark all unused space.
6. Errors are not erased. Mistakes are crossed through with a single line.
7. No pages may be removed from the notebook.
8. No loose entries or pages. Supplementary material must be permanently affixed to the page.
9. Notes and figures are neat and legible.
10. Figures and calculations are appropriately labeled.
11. Sketches are annotated as necessary.
12. Objects are drawn to correct proportions.
13. Views can be isometric, orthogonal, sections, or assemblies.
14. Dimensions are used appropriately.
15. Each page is signed, dated, and witnessed prior to moving on to the following page.