I. OBJECTIVES AND PREPARING FOR LAB
1. Preparing for Lab: You should prepare for lab by dressing in attire appropriate for walking across a variety of terrains. Long pants and closed shoes would be appropriate. If the weather dictates, you should also be prepared for rain. We will be going outside regardless of the weather.
2. Objectives: At the end of this lab, you should be able to do the following:
   a. Become familiar with various terrestrial and aquatic sampling methods.
   b. Identify representatives of the common taxa found on and around the KU campus.
   c. Maintain organized and detailed records in a field notebook.

II. YOUR FIELD NOTEBOOK
1. You will be given a small notepad to be used as a field notebook. Record your notes/observations in the notebook with a waterproof pen or a pencil.
2. Print your name and some form of contact information (address, phone, or e-mail) on the inside cover of the notebook. If you lose your notebook, there is at least a possibility that someone will return it to you. This will also provide an important identification to the observations recorded for others who might read it in the future.
3. Number the pages in your notebook. This will allow you to make references to previous observations.
4. Write notes throughout a field trip. Preferably, record details immediately after making each observation. If you wait until the end of a trip, you will forget important details or species.
5. Write neatly and coherently. Print if your hand writing is poor. Write in clear phrases or telegraphic style sentences. You do not have to write in complete sentences. However, simply listing key words will not be understandable to a reader or perhaps yourself years later.
6. Never erase or copy your notes. If you make an error, cross out those words and write the appropriate notes below. Copying notes to make things neater will generate errors and may encourage additional details that were not observed.

III. WHAT TO RECORD IN YOUR FIELD NOTEBOOK
1. Start recording your observations for a trip on a new page. **Always write the date first** – be sure to underline the date (so you can easily reference your starting page). Dates are to be written using a day, month, year format (e.g., 23 January 2007). Always spell out the month and give all digits for the year to clarify any potential confusion (if someone were to read your notes 100 years from now).
2. **Record the start and end time of a field trip next to or below the date.** Use the 24 hour clock to avoid any ambiguity, e.g. 1pm = 1300 hrs.
3. **Record who is on the trip with you.** Write all names for small groups, or for large groups, record something like KU Intro to Zoology class (n = ##).
4. **For each location visited on a trip record the following:** a) specific location (area, town, county, state), b) relative weather conditions, c) time at the site, d) general habitat description.
5. Record each species observed with its common name on a separate line. Record the number of each species by putting a “tick” mark on the line next to each species. Start a new species list for each major site visited. Be sure to make a key to any symbols you use and put this on the inside cover of your notebook. You should record the species seen by everyone in your group or class, not just those you specifically observed.
6. If you encounter an unusual animal that you (or we as a group) cannot identify, describe it to the best of your ability. Make a quick drawing of it and any important features that may assist a later identification.
7. Record the details of any particularly interesting behaviors you observe. Describe these using general descriptive terms that another reader can understand. You may record any details you like. These notes are not only a record of your observations but also of your experiences. You might, for example, note “this was the coolest thing I saw today!”

IV. METHODOLOGY
1. Use the binoculars, nets and other sampling devices provided by your instructor to sample the habitats the class explores. You might also find animals in secluded areas and places where small organisms might hide from predators or stay cool.
2. Carefully document your findings in your field notebook, as detailed in the guidelines above.
3. Before the next lab, take 2-3 hours to explore and make observations in a natural area on your own. You could visit a local park, or KU’s Ecolot, or take a walk along the Saucony Trail to make your observations. Sitting in a parking lot or in the middle of the quad does NOT constitute making observations in a natural area. As during the class activity, you should carefully document your findings in your field notebook.
V. ASSESSMENT (10 points)
   1. Field Notebook – DUE AT THE START OF LAB NEXT WEEK
      Each student will submit his/her field notebook to be graded according to the following criteria (refer to the rubric for more details):
      a. Was the information recorded neatly and legibly?
      b. Was the information recorded following the guidelines presented in section II above?
      c. Was the information complete and thorough, as directed in section III above?

VI. SAMPLE FIELD NOTES

Field Notebook Grading Rubric
(Include this sheet with your field book when you turn it in next week)

_____ / 1 Name & contact info

_____ / 1 Neatness & legibility

For Both Field Trips, Must have recorded:

_____ / 1 Trip info (i.e. who was present)

_____ / 1 Date

_____ / 1 Start & End Time

_____ / 1 Location (area, town, Co., PA)

_____ / 1 Weather

_____ / 1 Appropriate site visited for additional field observations

_____ / 2 Species list/info/numbers

_____ / 10 Total Points