

# REC for Cortex

## 1.3 Activity: Engineering Notebook

**Name:** \_\_\_\_\_ **Class/Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Overview:

In this activity, you will set up your engineering notebook. You will use your notebook frequently to capture your ideas as you progress through this robotics course.

### Duration:

25 Minutes

### Materials:

Qty	Description
1	Bound notebook
1	Pen

### Procedures:

#### 1.3.1: Engineering Notebook Guidelines

- Use a bound notebook – Loose-leaf binders or spiral bound notebooks are not acceptable. The binding must not allow pages to be added or removed in order to maintain the integrity of the engineering notebook. A composition notebook is acceptable.
- Write all entries in ink – Pencil is not acceptable because it can be erased and the information in the record could be altered.
- Number each page—Show that the record is sequential and no information is missing.
- Make legible entries - Write neatly. Clearly label and refer to all sketches, diagrams and figures. Others should be able to recreate your experiments using the entries in your notebook
- Give each entry a title – Use a descriptive title (i.e. Activity 1.3: Engineering Notebook).
- Date each entry– This automatically creates a timeline for the project you are working on to allow others to follow your progress.
- Use both sides of every page – Never leave any white space between entries in your engineering notebook. Draw an X through any remaining white space before starting your next entry.
- Record all data directly into the notebook – Do not use scrap pieces of paper for notes and calculations because they may get lost or not added to the record. Remember, if it is not in the record then it legally does not exist.
- Correct entries properly – If an error is made, simply draw a single line through the entry so that it is still legible. Corrections should be made neatly adjacent to the error. Any correction to an entry must be signed and dated by you and your teacher (if required).

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- Protect your notebook – This notebook will become a very valuable resource for you while you progress through the design cycle. All your thoughts, experiments and calculations are confidential and should be protected at all times.

### 1.3.2: Setting up Your Notebook

- 1 Using a pen, write the following items on the front cover of your engineering notebook:
  - Name (i.e. Jane Doe)
  - Class (i.e. Robotics 101)
  - Teacher Name (i.e. Dr. Asimov)
- 2 Check your engineering notebook to see if the pages are numbered. If not, use a pen to number each page of your engineering notebook. Remember to number both sides of each page and do not skip pages.

### 1.3.3: Making Your First Entry

- 1 On the first page of your engineering notebook write an entry describing the engineering design cycle.
- 2 Draw a sketch of the design cycle and label each step of the process.

#### Tip!

Remember to give your entry a title and a date.

### Questions:

- |                   |  |
|-------------------|--|
| <b>Question 1</b> | Why are page numbers so important in an engineering notebook?                    |
| <b>Question 2</b> | What is the difference between the engineering notebook and the robotics binder? |