An Engineering Journal is a place to keep track of the important information gathered during a discovery, invention, or experiment. A journal is usually kept, in practice, to maintain legal record of dates, details, experimental observations, results, and other work details. Journals must be well maintained because how the information is recorded can often be as important as the information and data itself.

For example, an engineering journal might be subpoenaed (called into court) when an experiment or invention is involved in a patent dispute. Then the journal would serve as evidence in the court. Proper numbering and dating of pages could serve as evidence of who created the invention first.

For each project, your teacher will decide what the proper layout and structure of the notebooks are for your class. There is no universal guideline for what an engineering journal must contain. Different professions and individuals have personal preferences about the ways in which they record their work. So your teacher may instruct you to keep an individual journal, or a team journal. It may be acceptable simply to make a copies of all of the team's deliverables for each of your individual notebooks. Or, you might have to take the time to finish each deliverable for yourself. If your team only needs to keep one journal, make sure to have the most organized and responsible teammate be the one who is responsible for it.

Your engineering journal might be a folder, a binder, a notebook, or a combination of all three. It needs to be treated as a professional engineering journal would. So it is very important that your journal is clearly marked as to where one project ends and another begins. Or, you might have different journals for each project. In the journal, you will keep all of the notes, handouts, sketches, schedules, and any assignments that are related to the project.

Remember:
> You are responsible for your engineering journal. It is your job to keep it categorized, updated, and safe - or to make sure that your teammate is doing so. It is possible that your instructor could collect the entire journal from you at any time. Therefore, it is important to make sure that it is neat, up-to-date, and organized at all times.

Make sure to keep all material in chronological order.

Things to keep in mind when creating your Engineering Journal:

- Start your first entry at the top of the first page. Each new entry should be dated and under/after the previous entry.

- After completing a page, sign it before continuing to the next page.

- Make sure that you record the date of each entry clearly and consistently. Do not change how you record the date within the journal. You could write it numerically (1/1/16) or as The First Day of January of 2016. Either way, keep writing the dates in the same way.

- If you are keeping an individual journal, never let anyone else write in your journal.

- Never leave blank spaces. Also, never erase, remove, or scratch out material that you have added. If your ideas or plans have changed, explain how they changed during this new entry. Or, see the instruction for errors below.

- Always use a pen to enter comments. Do not erase errors. Simply draw a single line through anything untrue, or that you no longer agree with, and then add your initials. Then, you can enter a corrected explanation within the newest entry.

- Record your mistakes as well as your successes.

Your Engineering Journal will include:

- Class handouts

- Daily logs and notes

- All completed and returned documents

- Final (turned-in) version of any individual assignments that are due

- Research information, such as computer print-outs and webpage links

- Explanatory sketches and CAD models

- Notes for presentations, reports, proposals, etc.

Print and use the template on the next page to keep a daily log of your activities.
To print that page only, go to **File** > **Print** in your PDF viewer and select Page 3 for printing.

Daily Journal

This page is intended to get you started each day with a few guiding prompts.

Our goal for today was...

Our accomplishments were...

Some of the difficulties that we encountered were...

My personal role or contribution(s) to the team effort was/were...

One important thing that I learned today was...