

Chemistry Notebook Requirements

DUE: Monday, September 8th, 2014

All of the following **MUST** be kept in a three-ring binder. If it is not in a binder you get **ZERO** points, so **PLEASE** get a notebook binder. The bigger, the better for organization sake. You will be permitted to keep the binder in the classroom, if you choose. I have a number of used binders available should you want one.

All materials must be kept in the following order:

Required tab:

1. *Notebook requirements (this paper)*
2. *Class expectations, rules, and grading policies (you will get these 9/8)*
3. *Classroom map and safety procedures.*
4. *Emergency evacuation line-up*

Assignments tab:

Table of Contents (optional): I provide the option for you to create a table of contents page for your Chemistry notebook. Should you move on to AP Chemistry (and other AP science courses), you may be required to use these pages. I highly suggest you create one and maintain its accuracy throughout the year in order to keep track of your assignments.

All assignments, in order, following the table of contents (required). All graded assignments can be found in your student folders. If you didn't turn in an assignment, insert a sheet of paper with the assignment title and the words "Not turned in" so it is very clear what is and is not present. Any missing assignments will be docked whatever percentage this corresponds to (if there are 20 assignments and you are missing two, you are docked 10% of the assignment points).

Notes tab:

Your notes, kept in chronological order (required). After at least 2 years in high school, we expect you to be able to take accurate notes. If you are missing notes, be sure to get them from a classmate or myself as soon as possible. Recopying notes after class is always recommended. It may take extra time, but it is a proven effective way to absorb information.

Handouts tab:

All handouts (required). If I give you paper in class, put it right in your notebook. I suggest further dividing handouts into chapters and a general category. Please just be sure they are organized and keep in mind I don't like giving out extras.

Lab tab:

All graded labs and supplemental lab materials.

Test tab:

Put all graded tests in this section. It is very important that you keep old tests and corrections.

Notebooks will be picked up from **time to time, at ANY time**, and may be graded according to completeness following these criteria:

GOLDEN RULE: KEEP YOUR NOTEBOOK UP TO DATE.