

How to Organize Your Science Notebook

Overview – Your science notebook *is* your science portfolio. It documents what you've learned through each trimester. I require you to keep it organized in a specific manner, and I will grade it every trimester.

What To Do

* Write your name on all sides – front, back, & spine - of your notebook.

*Cut the pockets out from the front and back covers. Every piece of paper should have a home on one of the sections of the notebook. Nothing belongs in a pocket ever.

*Create each of the following sections in this order:

1. General
2. Notes
3. Handouts
4. Work in Progress
5. Graded Work

*Maintain each section according to the specific instructions below:

1. In the GENERAL section place:

- Course Expectations
- How to Organize Your Science Notebook & Notebook Rubric
- Guide to Writing a Lab Report

2. In the NOTES section:

- Keep all extra lined paper here
- Keep all types of notes (class, reading, lab) in this section and in chronological order. Every page should have a date on it.

3. In the HANDOUTS sections place:

- Copies of reading assignments
- Articles
- Anything that I give you that relates to a unit we are studying (aside from project guidelines)

4. In the WORKS IN PROGRESS section:

- Project guidelines for unfinished projects
- Keep any project work, unfinished lab reports, research items, and other materials related to graded work here.

5. In the GRADED WORK section:

- Grade Record Sheet – updated at every opportunity!
- Keep all assignments that have been returned to you with a grade
- Be sure that you have recorded your grades on your Grade Record Sheet