

## **Creation, Maintenance, and Evaluation of your Science Notebook** **One Key to Your Success**

A complete and organized notebook will save you time and help you learn more easily and effectively.

Get a 3-ring binder (2-inch), 4 dividers, and some paper. Assemble the pages and sections as described below. *This binder will be brought to class with you each day.*

1. Make a title page and decorate it appropriately if you like.
2. Behind the title page, add 4 pieces of paper to use as a Table of Contents. Use 1 sheet of paper for each section listed below. Label the page with the section title. Record each document you add, here or in your Google drive, on the appropriate Table of Contents page.
3. Label dividers as follows and put them in the order listed.

### **Class notes**

- Objective sheets for each unit – dated
- All notes you take in class, on notebook paper or on handouts.
- Handouts that are not assessed but are related to daily work
- Number and date all pages on both sides as you file them.
  - (Ex. Notes-1 Tuesday, Jan. 24)

### **Laboratory**

- Lab Safety procedures
- Safety Data Sheets
- Lab handouts
- Record of work completed in lab (procedures, data tables, observations, analysis, etc.)
  - in the proper format.
- Completed reports - if in Google drive, record title and location in Table of Contents

### **Assignments**

- Homework and other assignment handouts, in process, ready for submission, and completed. (useful as documentation.)
- Projects
- Work in progress
- Write your name, chapter #, text page#, or other identifying information and date due at the top of all assignments.
- Some pages may be filed in a different section later in the course.
- This section *may* be thinned periodically with only representative examples of your solutions.

### **Reference & Miscellaneous**

- Periodic tables
- Tables, constants, formula sheets
- Terms
- Other materials you will refer to frequently (graphic organizers, instructions, etc.)

4. File each paper immediately, by opening the rings, inserting the paper, and closing the rings through the punched holes in the paper. Write the date, number the page, and give the page a title.

5. Random, in-class checks may be conducted at the discretion of the instructor.