

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

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. Include the following information.
2. Label dividers as follows and put them in the order listed. See examples for where to file your materials.

Class notes

- Table of Contents
- Objective sheets for each unit – dated
- All notes you take in class
- Handouts related to daily work
- Number and date all pages on both sides as you file them.
 - (Ex. Notes-1 Tuesday, Jan. 24)

Laboratory

- Table of Contents
- 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

Assignments

- Table of Contents
- 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

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

3. 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.
4. Random, in-class checks may be conducted at the discretion of the instructor.

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