

Creation, Maintenance, and Evaluation of your Chemistry Notebook:

1. Get a 3-ring binder (2" will probably work) and 8 dividers.
2. Label the dividers as follows and put them in this order. Each will contain, among other things:

Course Information

In order: current syllabus, course outline, course nature, notebook creation and maintenance, classroom rules, grading policies, exam study guides, study suggestions

Current Unit

Objectives, notes, problem-solving for the unit we are currently studying. After the unit test, you will move material to Class Notes, Problem-Solving, or wherever appropriate.

Periodic Tables

You will receive a number of these throughout the year. File each, with page numbers and dates.

Reference Tables

You will soon see that it is easier to keep some information such as constants and equations close at hand than it is to pointlessly memorize them or scramble to find them when needed. Activity series, solubility tables, ion lists, equation sheets you make, anything you find yourself referring to frequently

Laboratory

Safety information, lab handouts cross-referenced in your lab notebook, completed reports, MSDS and information on chemicals used. Number and date all pages

Class notes

Number and date all pages. Notes will be moved to this section when a unit is complete.

Problem-solving

Homework and other assignment handouts. Write chapter #, page#, title of assignment or whatever is needed to identify it, and date due on all pages, in the upper right corner beneath your name.

Tests and quizzes

In chronological order; date and number pages
Grade Record Sheet - one for each grading period

3. When you generate or receive a paper, file it *immediately*. A notebook-sized paper punch might be useful. Write on the paper:
 - Name of divider it will be filed under
 - Page number (within the divider)
 - Date received

4. Evaluation and Scoring: Periodically, notebook quizzes will be given.. Questions may cover chemistry concepts as well as structure and organization of the notebook. Obviously, a carefully maintained notebook will be a plus. The notebook quizzes as well as a brief set of questions will be sent home with you to a parent each quarter, giving you a chance to share your work with a parent and earn a high test grade. This grade is exempt from the 100% factor or the 150% factor as there is a 4-week time period to submit the parent report. Instead, 10% per day is subtracted for each day late.

Occasionally, a student will wait until the last minute on the last morning the notebook is due to ask the parent to sign the required submission forms without reading them, pleading for the signatures so the grade does not drop or springing them on a sleepy or harried parent. The parent then signs the form and the student dashes off to school and submit the work, pleased to receive a score of 100%. When this is suspected, a phone call home is made, and results in the 10% grade reduction each day the notebook is late while the student redoes the assignment. It is a very simple assignment and takes only about 10 minutes to do. Don't let it become an issue.

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

6. Maintain the notebook with discipline. It takes only a second to file a paper. Many successful students and parents have stated that an organized notebook was instrumental in the student's success and peace of mind. An organized notebook eliminates a great deal the stresses of this school year.