Binder Organization

One of your first homework assignments is to get organized. To assist with this, you will be expected to set up your binder in the following manner. I suggest a 3 inch binder to be used SOLEY for this class. The binder should be organized into FOUR different sections arranged in the following manner. There are a number of ways to create the different sections (use dividers, tape an index card to the edge of a piece of paper, post it notes, manila folders, etc). Binder checks will be conducted periodically, and given quiz grades → Binder checks are an excellent opportunity to improve your grade.

1. Class Handouts/Notes:

The first section of your binder is reserved for notes and handouts. When you take notes in this class you will record the date at the top of the page. Please organize your notes by placing new notes BEHIND old notes. Class handouts are content related items. For example, reading assignments, project handouts, class activities, review sheets, questions that go along with chapter readings, etc. Handouts should be organized in the same way as your notes sections. You should place new handouts BEHIND the old ones. All handouts should be numbered and dated. Please add loose-leaf paper to this section.

2. Homework:

The third section is reserved for homework assignments. The most recent assignments are to be placed BEHIND old assignments.

3. Vocabulary:

The second section of your binder will be reserved for vocabulary. Even if a vocabulary assignment is assigned as homework, it should be placed in this section. Most often than not, you will have flashcards in an envelope labeled by topic in this section.

4. Tests/Quizzes/Projects

This fourth section is reserved for tests and quizzes as well as projects that are handed back. It is important that these are also in chronological order so that it makes preparing for cumulative exams easier.

Please put your plastic folder with three holes in the back of your binder. Here, you will input miscellaneous handouts on and as-needed basis. Please bring your highlighters with you on a daily basis as we will utilize them throughout instructional time.

Please organize your binder in this manner as soon as possible. If you need any assistance with this task please see me before or after school and I will gladly provide you with the necessary support.