

CHEMISTRY NOTEBOOK PREPARATION/ORGANIZATION INFORMATION

Please purchase a permanently bound 9 3/4 x 7 1/2" Quadrille ruled Comp Book. LABEL THE COVER WITH YOUR NAME AND PERIOD.

- Reserve the first TWO pages of the Comp Book for the **TABLE OF CONTENTS**:
The Table of Contents will list major categories of lecture, discussion, labs and special activities with the page numbers after you have completed each section (sections are completed upon being given an exam). Then, skip a page and begin numbering your pages front and back consecutively throughout the **entire book**. Save the **last 2-3 pages** for the following:

- 1 page at the back of the book: **INTERNET WEBSITES AND REFERENCES**:
Record any useful Chemistry Websites discussed in class or through your own investigation. Follow each entry with a brief description of what is found at that site. These may be worth extra credit at the end of the semester provided they are organized and accurate and have noteworthy descriptions.
- 1 page at the back of the book: **QUIZZES AND EXAM SCORES**:
Head the page with this title and construct three columns. One for the date, Title of the Quiz or Exam and one column, with the points earned over the points possible.

DAILY ENTRIES:

- Lectures and Notes**: Each entry in your Chemistry notebook shall begin with the **Date and the Topic** and will be underlined. Use a predetermined selection of colored pens or pencils assigned to each type of entry throughout this book for aid in easy reference of your notes, lab activities and data. Lectures and Class Notes (one color title) and Lab Descriptions/Data Collected etc. (in another color), or Practice Problems/Openers (still in another color) may be continuous. There is no need to start a new page, simply underline the Date and Topic of the entry in a consistent chosen color and continue day to day.

Example:

8/14/08: Significant Figures and Scientific Notation

All measurements have a degree of error associated with them. With each recorded measurement, the last digit is... etc

- Daily Journal Entry** (another color): At the close of each class students will enter a short description of what was covered in class including any observations, questions or comments they may have regarding the day's lesson or lab.
- Unit Summaries**: At the end of each *instructional section* (Unit or Chapter Exam, Semester end, etc.) you must evaluate your notes and go back, complete and update the Table of Contents for the section referencing any Lab Activities, Experiments, specific topics discussed, etc. noting the page number on which they appear. Finalize the section with an overall summary and personal comments about what you learned, how it applies to real life as well as specifying the State Content Standards that were covered in this section.
- Opposing pages shall be reserved for your own short summaries, notes, web links, etc., handouts and study guide suggestions. Notebooks are graded intermittently and are worth 12-15 points.**
- Example Grading Rubric:**

NAME:	Per.:	Roster #:	
Comp Book Rubric	Max pts- 15	Self Evaluation	Earned Pts
Example			
Table of Contents	2		
Numbered all Pages	1		
Legible, organized, notes (all)	6		
Evidence of Regular Journal Entries	4		
Exams and Quizzes entered	1		
Website reference Page	1		
TOTAL	15		