

Chemistry Binder Organization Guide

A 3-inch 3-ring binder for Chemistry ONLY!

Binders will be checked of **Tuesday, August 27th** and during the last week of each quarter.

Work should be kept for the entire year (Aug-May).

1. Cover Sheet with the following info:

- **C.P. Chemistry**
- **Your Name**
- Ms. Marquez
- Period
- Fontana High School
- 2019-2020
- a Chemistry illustration or graphic

2. Table of Contents: (listing each of the following sections with a **description of what is in that section**)

- Intro to Chem
- DNAs + All Notes (*note: this includes **book notes**, **lecture notes**, **video notes**, **project notes**, etc.)*)
- Homework (*questions and problems from textbook, packets, or class website*)
- Labs
- Projects

3. FIVE Dividers, one for each section above.

- Each section above must have a proper divider. The divider should be **visible and labeled**.
- Each section must be kept in DATE ORDER: Oldest to newest. *Always add to the back!!*
- All homework and notes need to be DATED and TITLED.

Cover Sheet, Title Page text should be computer generated.

Intro Section:

- Syllabus, Recipe for Success/Code of Honor (*both signed by parent and student*), Binder Guide & Binder Checks

DNA's + Notes section:

- All notes go here...**DATE ORDER:**
 - Daily DNA's with notes (from lecture/video/presentations, etc.)
 - Homework notes (from book, *go after each DNA for the day!*)

Homework section:

- All textbook questions go here.
- All workbook pages or worksheets go here.
- **NO BOOK NOTES in this section!**

Laboratory Reports section:

- Safety Contract: *signed!*
- Lab Report Guidelines
- Lab Equipment sheet
- Labs: *do not put labs here until you have gotten them back graded!*

➤ **Assessments & Projects:**

- Project rubrics: *after project completion.*