

Binder Guideline

Required: 3 ring 1" binder and dividers.

Directions: Read each section below to know where to place your work.

Front Pocket: BiN (Biology interactive Notebook)

1. First Section – Reference Material

Place class syllabus, school calendar, binder guideline and other reference materials in this section. *Label the divider – Reference*

2. Second Section - Worksheet

Keep all worksheets done in class, handouts to be read here. If it is not a lab, notes, or a graded item, it belongs in this section. *Label the divider – Handouts*

2. Third Section – Labs

This section will include all completed labs. They should be arranged chronological order; for example you place Lab #1 in front of Lab #2. *Label the divider – LABS.*

3. Fourth Section – Graded Items

Graded and Returned quizzes, projects, computer progress report and be placed in this section. Remember to keep track of your grades in your agenda. *Label the divider – Graded Items.*

4. Fifth Section – Projects

Keep your projects here. You can keep them in the sheet protector.

Notes: If you are done with your work early, use that time to organize your binder.