

Binder Guideline

Required: 3 ring 1" binder and dividers.

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

Please return this paper at the end of the year so it can be recycled for next year's students.

Front Pocket: keep all work you need to turn in or currently work on.

1. First Section – Reference material

Place class syllabus, school calendar, and binder guideline at the beginning of this section. *Label the divider – Reference*

2. Second Section – Worksheet

Keep all worksheets done in class and handouts (i.e. articles) here. If it is not a lab work, it belongs in this section. *Label the divider – Worksheets*

3. First 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.*

4. Third Section – Graded Assessment

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

5. Fourth Section – Projects

Keep your projects here. You can keep them in the sheet protector. You might want to use the back pocket to keep your projects.

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