

Course Binder Check: Rubric

In this course you should maintain a binder, containing:

- Brief documentation (such as R cheat sheets for various packages)
- Helpful (brief) examples
- Your homework assignment write-ups
- Your article reflections
- Your course projects

Your binder should be well-organized, according to a scheme you devise, and its organization to be apparent to a reasonable observer (e.g. it should contain a clear table of contents). Your binder should be neat and tidy. Documents in your binder should be neatly annotated in a way that supports your work. Your binder may be physical (paper in a 3 ring binder) or virtual (a Github repository or a Google Drive folder), but it should not be a mix of the two (that gets messy!). Your binder should be something that can be easily given to the instructor upon request for the binder check.

Each check will be worth 25 points and will be graded according to the following rubric:

Element	Description	Points possible
Organization	Is the binder clearly organized, in a way that is apparent to a reasonable observer and is helpful in supporting work?	5
Neatness	Is the binder generally neat and tidy?	5
Annotation	Have notes/highlighting been added to appropriate documents in the binder in a way that supports work?	5
Presence of content	Are the requested materials present in the binder?	10
		25 points