

Structure of coursework documentation

Every student in this class must maintain a notebook in a three-ring binder. Information is stored in chronological order within tabbed sections.

Cover Page

- identify student and assignments with due dates

Handouts

- all class handouts

Notes

- notes taken by the student

Homework

- all homework assignments

Labs

- all lab and programming assignments

Projects

- all projects, reports, and research papers

Exams

- all short tests and exams

I will grade, as homework, your notebooks three times during the semester (after each exam). Your grade will be based on completeness and appearance. Please create your notebook by the end of the second week of classes. Bring your notebook to class. I may give a pop notebook evaluation that counts as a quiz.

Requirements:

1. Your folder must be neat.
2. All pages within your folder must be attached in the three-ring binder. Please do not stuff your papers into pockets.