

Chemistry Binder Guidelines

1. Bring to class, always.
2. Keep organized, up to date.
3. Name, date, period, on every page.
4. Absent? Copy notes, get handouts.
5. See teacher binder if confused.

- You must have a 1 ½ inch, three ring binder that is used only for this Chemistry class.
- You must have the following sections separated by tabbed dividers, and clearly labeled, in this order:
 - Official Handouts, Reading Notes, Homework, Class Notes, Labs, Tests & Quizzes
- Write your name, the date, and class period in the top right hand corner of every piece of paper in your binder, including handouts and class notes.
- Papers should be organized from oldest to most recent.
- Each section should contain the following:
 - Official Handouts
 - Syllabus, guideline handouts (like this page), general handouts that will be used all year long (like a copy of the periodic table, or handouts of general equations and conversion factors)
 - Reading Notes
 - Reading notes for every reading assignment given
 - Homework
 - Graded homework
 - Class Notes
 - Notes taken during class, handouts given out during lecture, in class assignments
 - Labs
 - Lab handouts, lab notes, graded lab reports
 - Tests & Quizzes
 - Practice tests, graded tests and quizzes, quiz/test corrections
- If you are absent you must copy class notes and get all handouts that were given out. Your binder must be complete as if you were in class every day.
- If you are unsure about what should go where, or you were absent and want to make sure you got all the handouts, look at the "Teacher Binder." I will keep a binder that will look just like what yours should look like. That way you can always look at my binder to make sure yours is complete, and organized the right way.
- There will be random binder checks that will count towards your participation grade. When I perform binder checks you will not have any homework that day. Instead you will leave your binder with me after class so I can check them and give them back at the next class period. This is why it is very important that you have a SEPERATE binder for this class!