

So how should I organize my binder?

Organization is key to your success in this class. You will need a 3-ring binder that is used **only** for this class. All of your warm-ups, notes, classwork and returned assessments will be kept in this binder.

This course is divided into eight units, so our binders will be as well. I recommend getting tabbed dividers for this. The layout for your notebook should look a bit like this:

1. Course Syllabus
2. Binder Organization Guide (this sheet)
3. Unit 1 Divider
 - a. Unit 1 Objective page
 - b. Unit 1 Glossary
 - c. Unit 1 Warm-ups
 - d. Unit 1 Notes
 - e. Unit 1 Classwork
4. Unit 2 Divider
 - a. Unit 2 Objective page
 - b. Unit 2 Glossary
 - c. Unit 2 Warm-ups
 - d. Unit 2 Notes
 - e. Unit 2 Classwork

The other six units should be organized like this as well.

Warm-ups, Classwork and Notes should all have dates in the top right-hand corner.

Our binders are organized like this because at the end of each unit, I will collect various assignments from the unit to grade for the informal portion of your final grade. It is extremely important for you to keep up with your classwork and any assignments you were absent for to avoid point deductions.