

# DIRECTIONS FOR NOTEBOOK FORMAT FOR CHEMISTRY/PHYSICS

## AP Physics, Physics I, and Chemistry I

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### 1. General Description and Rationale:

To ensure its value as a future resource, to assist students in the organization of their materials, and to help the teacher to fairly and efficiently evaluate all assignments, a notebook must be maintained by each physics and chemistry student in the **precise format** prescribed below. Testimonials from previous students have repeatedly attested to the subsequent value of this notebook. The notebook shall consist of a **three ring binder** that can be opened and closed easily for adding or removing materials.

### 2. Table of Contents (first page):

Starting on the first page of your notebook shall be a detailed table of contents for the entire notebook. Entries will be given in sufficient **detail** so that topics and particular activities can be located quickly. Do not use vague entries such as "lab", "notes" or "chapter summary." More acceptable entries would include "Notes on a distance time graph", or "Lab: Graphs of Motion". Be sure to distinguish class notes from a summary of each chapter in the text. The number of the page on which each entry can be found is to be listed in the table of contents.

**ANY PAGE THAT HAS WRITING ON IT SHOULD BE NUMBERED AND THE FIRST PAGE INCLUDED IN THE TABLE OF CONTENTS.** It is not necessary to number blank pages (such as the back of a worksheet that is blank).

It is not necessary to list each page of one entry in the table of contents. For example, if "Lab 3: Finding the Density of Liquids" takes up pages 23-27, it is only necessary to list the first page of that lab in the table of contents. While every page in the lab is numbered, only the first page of the lab shows up in the table of contents.

Sample Table of Contents Segment:

Reading notes on Chapter 3, p. 21

Lab 3: Finding the Density of Liquids, p. 23

Class notes on chemical properties, p. 28

### 3. The Body of the Notebook:

The notebook shall contain all of the materials that pertain to a given unit **grouped into one logical/chronological progression**. This shall include all class notes, homework assignments, lab reports, documentation of activity options, a summary of the applicable chapter(s) in the text, any teacher hand-outs, any returned quiz or test, etc. This applies both to materials that I see for the first time when I am evaluating your notebook as well as materials that are submitted for grading and then are returned for inclusion in your notebook.

Within a particular unit, there is no one correct order for materials. In other words, you might choose to put reading notes in front of homework, while someone else might do the opposite. However, unit order is important. All of the material for the first unit in the class should come before all material in the second unit. In the case of forgetting to add a page, it is acceptable to label pages as "74a, 74b, 74c," etc.

**No materials shall be placed in front pockets, separate sections, etc.** Do not have different sections in your notebook for notes, lab reports, etc. **Materials from different units shall not be intermixed.** All pages in the notebook will be **numbered** consecutively from the beginning. **For homework problems, put a rectangular box around all final answers.**

**From the first day of class, you will begin numbering from page 1 to the last day of class where the last number of your notebook might be something like page 197. AT NO TIME WILL THERE EVER BE TWO PAGES WITHIN THE NOTEBOOK WITH THE SAME NUMBER. DO NOT CREATE SEPARATE SECTIONS WITH DIFFERENT NUMBERING SEQUENCES.**

### 4. Evaluation:

Because the "doing of science" involves much more than the learning of previously discovered laws and facts, the notebook and included documentation of your learning activities will be a significant part of your grade in physics and chemistry. It is essential, however, that you **follow all of these written directions** and other verbal directions that may be given from time to time. Failure to do so will result in a significant grade reduction or, in extreme cases, the teacher's refusal to accept your notebook for evaluation.

In addition, **you will evaluate your own notebook before you turn it into the instructor.** You will use the rubric provided and evaluate your notebook with the small boxes that appear throughout the rubric. You will total your points and know the approximate grade of the notebook *before you turn it in to the instructor.* Students in the past have responded favorably to this method of self-evaluation.

### **5. Blank Paper**

Students will use blank, 8 1/2" x 11" paper for homework assignments, classroom activities, notes, and all other notebook entries. Blank paper allows for flexibility in drawing diagrams, working problems, adding data tables, and creates a uniform look in the notebook. Students may elect to use 8 1/2" x 11" graph paper during experiments in the laboratory, although, this is not a requirement.

### **6. Understanding these guidelines**

Please print these guidelines and include them in your notebook. Sign and date the last page of these guidelines and submit it to the teacher for credit and proof that you are now responsible for creating and maintaining your notebook.

## Notebook/Portfolio Guidelines Agreement

Date \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the guidelines for creating a Chemistry/Physics notebook/portfolio.

I understand that:

- Pages will be numbered from page 1 to page whatever it takes to fit in all the material in the semester.
- There are to be no separate sections in my notebook.
- It's okay to have things in different order within a unit, but that units must be in chronological order within the notebook.
- I will self-evaluate my notebook and each of the items in a particular section, and that I will fill out a rubric before it will be evaluated by the instructor.
- Entries into the notebook will be labeled clearly at the top of each page, and that the first page of each section will be listed in the table of contents.
- I will use blank 8 ½ x 11" paper so that the paper size throughout the notebook is uniform.
- **I will include every single piece of work, handout, printout, etc. throughout the semester and that I may not receive full credit for not following through with this.**
- **This notebook/portfolio is a significant part of my six weeks' evaluations as well as a significant part of my final exam grade, and that failure to follow these guidelines could result in me losing credit for the class.**
- I am able to view past samples of acceptable student notebook/portfolios if I want to see examples of how to create one myself.
- If I have any questions I am to seek help from the teacher before the notebook is due for evaluation.
- **I understand that I must sign up for ACP in order to get college credit for this course. I have also shared this information with my parents.**

Signed \_\_\_\_\_

Name Printed \_\_\_\_\_

Class Period \_\_\_\_\_