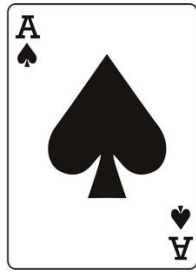
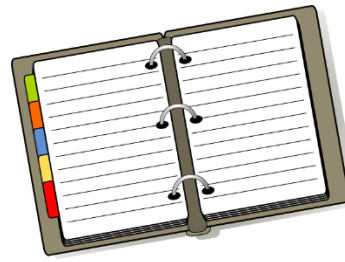


How to



your



Organization can be the difference between meeting your success goal and missing it. That's why I am going to make sure you stay organized for our class. In this effort, I require you to have a 3-ring binder for our class. The binder must be standard size to hold 8.5" x 11" paper. I recommend a 1.5" binder because I will provide many handouts. You may also use a larger binder or share a larger binder with another class. I will not ask you to leave your binder in our class, nor will you be allowed to store your binder in the classroom.

To encourage your organization, I perform announced periodic binder checks where I will be looking to see how well organized your binder is and that all the work/pages in your binder are complete. In order to succeed in your binder check, follow the guidelines below:

Table of Contents (must be up to date)

- All pages listed with their page number/letter
- Test Section Updated
- Quiz Section Updated
- Date Distributed listed for all pages
- Date Collected (or an "X") for all pages
- Cut-Off Date (or an "X") for all pages
- Date Turned In (or an "X") for all pages
- Attendance up to date - including today

Content Pages

- All pages must be secure, in place, in your binder (unless you turned it in, and Mr. C still has it)
- The Page number/letter MUST be obvious in the top right corner of the page when inserted in the binder
- All pages must be in the correct order
- All pages must be complete - absent is not an exception (unless it is something I specifically said it OK to not finish)

Neatness/Effort

- No loose pages (i.e., in the front or back pocket of the binder)
- No work from other classes in OUR section of your binder