

# Math 105

## Notebook Requirements

Fall 2008

Each student will be required to keep an organized notebook for this class. This notebook should include the course syllabus and all class notes, handouts, bookwork and exams. Handouts or materials from other courses should NOT be in the Math 105 notebook.

<b>Equipment</b>	2 inch 3-ring binder Blank notebook paper 5 Dividers with tabs
<b>Format</b>	Label the dividers as follows: <ul style="list-style-type: none"> <li>✓ Course Information</li> <li>✓ Class Notes</li> <li>✓ Homework</li> <li>✓ Study Sheets</li> <li>✓ Exams</li> </ul>
<b>Course Information Section</b>	<b>Course information should be placed behind this divider.</b> Any information pertaining to this course will go in this section. This includes the class syllabus, schedule, course policies, notebook requirements and "Things to Think About."
<b>Class Notes Section</b>	<b>Class notes should be placed behind this divider.</b> Notes should be taken on a DAILY basis in class and should be placed in the notebook in order by date. <b>Indicate the section and date at the top of each day's notes.</b> If you are not able to attend class, you should try to obtain a copy of another student's class notes or outline the sections from the text on your own. Students are expected to have notes for EVERY section covered in class.
<b>Homework Section</b>	<b>Homework and worksheets should be placed behind the Homework divider.</b> <b>Each Required Homework assignment should be headed with the page and problem number.</b> Clearly indicate your answers. The original problem must be copied and all work must be shown. Answers to odd problems are given in the back of the text. DO NOT merely copy the answers! Required problems will be discussed in class daily as necessary. Any "assignment" should be placed in this section.
<b>Study Sheets Section</b>	<b>Study sheets for each unit should be placed behind the Study Sheets divider.</b> Study sheets are to be created by the student throughout the unit. Study sheets can be created many different ways; see page xix in your text for one suggestion. Study sheets should include written instructions to help you remember key concepts. There are many ways to make a study sheet; there is no "right" way. <b>What ISN'T a study sheet though?</b> Scratch paper from doing MathXL problems and class notes do NOT count as study sheets ( not even if you only pick one page of your notes).
<b>Exam Section</b>	<b>Reviews, notebook quizzes/checks, graded exams and exam corrections should be placed behind the Exams divider.</b> Reviews, though not always collected, should be completed and placed in this section of your notebook. Exams will go in this section as well as exam corrections. <b>Exam corrections must be done on a SEPARATE sheet of paper.</b> The original problem should be copied along with the problem number. Corrections should be checked with the instructor.

# Math 105

## Notebook Grading System

---

Fall 2008

---

There will be 2 to 3 notebook checks during the semester and 3 to 4 notebook quizzes. Notebook checks are worth 25 points each and notebook quizzes will be worth 10-25 points each. They will be graded based on the following criteria:

### Notebook Checks (25 points):

---

During a notebook check, I will be looking for the following:

- ✓ **Is the notebook correctly set up as directed?**  
See *Notebook Requirements*.
- ✓ **Are the daily class notes complete and clear?**  
Notes are complete and clear, generally, if a student who has missed a day can copy the notes and understand the procedures with minimal help.
- ✓ **Are the required homework problems complete?**  
Problems are copied down, work is shown and answers are clearly indicated. I will choose certain homework problems from various sections to grade during each notebook check.
- ✓ **Are the pages clearly labeled and organized?**  
Notes and homework should be labeled with the date and section number. Homework should be labeled with the correct page number and problem numbers. Class notes and homework should be placed in the notebook in chronological order behind their respective dividers. The notebook should not contain materials from other courses.
- ✓ **Have study sheets been made for each unit?**  
Important terms and procedures should be copied onto a study sheet for each unit. If you had to use this to study for a test, is all of the pertinent information on this sheet—formulas, definitions, etc?
- ✓ **Have corrections been made to the exams?**  
The best way to make corrections would be to rework problems on a separate sheet of paper and check with the instructor to ensure they are correct. Another way is to make notes on the test about what you did wrong. DO NOT ERASE THE PROBLEM ON THE GRADED TEST to rework it.

### Notebook Quizzes (10 points):

---

A notebook quiz will consist of approximately 5 questions. Questions will cover items that you should be able to answer using only what is in your notebook. Students will have 10 minutes to complete the quiz using their completed notebook. Questions can cover anything that should have been completed in the notebook.