

Science Portfolio Notebook*

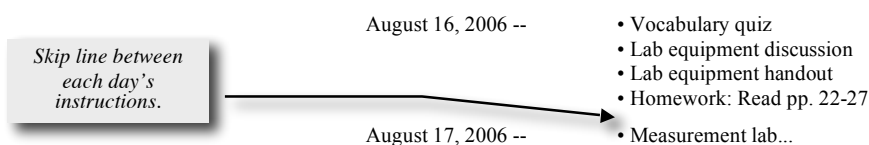
→ Your 1.5” notebook **MUST** be arranged as follows:

Page 1—Classroom “EXPECTATIONS” page with your name, class period, and school year filled out

Page 2—“SCIENCE PORTFOLIO NOTEBOOK” guidelines page (this page)

- § Divider I:
- Label on divider should read **GENERAL INFO**;
 - Place the following sheets in the order they appear:
 - THE SCIENTIFIC METHOD (P. 3)
 - HOW TO WRITE A LAB REPORT (P. 4)
 - EDITING A LAB WRITE-UP (P. 5)
 - LABORATORY SAFETY RULES (P. 6)
 - COMMON EQUIPMENT IN THE LABORATORY (P. 7)
 - PERIODIC TABLE OF THE ELEMENTS (P. 8)
 - any pages concerning science fair projects (p. 9-?)
 - All general information sheets are to be placed in this section.

- § Divider II:
- Label on divider should read **INSTRUCTIONS**;
 - Several sheets of clean notebook paper should be in this section;
 - Each day you come to class, copy the day’s instructions/assignment(s);
 - Please write neatly and organize this way:



- § Divider III:
- Label on divider should read **PROCESS SKILLS**;
 - Clean notebook paper should be placed in this section;
 - Daily process skill problems are to be answered here;
 - Each response will be DATED and NUMBERED;
 - Following each answer there must be your reasoning for that answer, supported by evidence from the problem and written in a complete sentence or two. (DO NOT start with “because”)

Skip line between each day’s Process Skills answer.

- § Divider IV:
- Label on divider should read **NOTES**;
 - Several sheets of clean notebook paper should be in this section;
 - Replenish notebook paper as needed;
 - All class notes are to be kept in this section including notes that are handed out by the instructor;
 - All notes should be DATED, including handouts.

- § Divider V:
- Label on divider should read **GRADED WORK**;
 - A *Grade Form* will be given by instructor and placed first behind divider;
 - Before the first assignment, write 1st Quarter and use today’s date;
 - As you fill in each assignment and grade, number each 1., 2., 3., etc. as well as filling in **FG** (for *Formative* or daily grade) and **SG** (for *Summative* or Major grade) and any other comments in their appropriate columns;
 - All graded work will be placed in order behind the *Grade Form*.

- § Divider VI:
- Label on divider should read **MY LEARNING**;
 - After each class (excluding test days), write 1-2 paragraphs about what was learned that day including any questions you still have; [*REG must have a minimum of 3 sentences, PreAP 5 sentences per paragraph*]
 - Each entry must be numbered, dated, and written in complete sentences.
 - + **NOTE:** MY LEARNING ENTRIES WILL BE SHARED ORALLY IN CLASS FOR A GRADE.

* Notebooks are subject to unannounced checks for daily grades. Major grades over notebooks will be announced in advance and taken near the end of each quarter. Maintaining an organized notebook that is up-to-date promotes good work/study habits, minimizes questions and gives one a feeling of organization and accomplishment, all of which provides one with a sense of pride. **Please wait to remove papers until instructed to do so.**