

Science Portfolio Notebook*

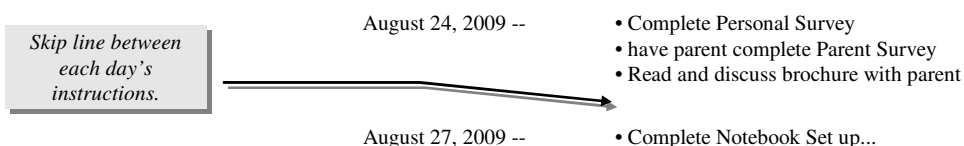
→ Your 1.5" notebook **MUST** be arranged as follows:

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)
 - BASE SCIENTIFIC EXPLANATION RUBRIC (P. 5)
 - EXAMPLE RUBRIC/TITLE PAGE (P. 6)
 - SCIENCE GRAPHING GUIDELINES (P. 7)
 - LABORATORY SAFETY RULES (P. 8)
 - COMMON EQUIPMENT IN THE LABORATORY (p. 9)
 - SCIENTIFIC SKILLS (p. 10)
 - 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”)

- § Divider IV:
- Label on divider should read **NOTES**;
 - Several sheets of clean notebook paper or a single subject spiral 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**;
 - At the end of each week, write 1-2 paragraphs about what was learned that week 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:** AT THE BEGINNING OF EACH WEEK, RANDOM STUDENTS WILL BE CHOSEN TO SHARE THEIR MY LEARNING ENTRY. EACH STUDENT WILL SHARE AT LEAST 3 TIMES PER QUARTER AND THIS COUNTS AS ONE DAILY 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.**