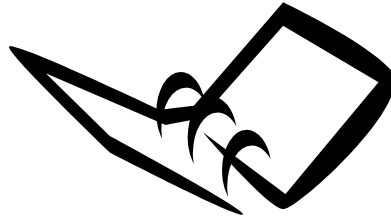


NOTEBOOK GUIDELINES



- The course notebook should be separated into two sections:
 1. Coursework
 2. Self-Assessments.
- Write your first name, last name, and the date on all sheets.
- All papers distributed in class will have three holes in them; therefore, all papers should be placed into a three-ring binder.
- Place papers into the appropriate section of your binder in the order in which they are received:
 1. Open the binder
 2. Open the three-rings
 3. Align the three holes from the paper with the three rings in the binder
 4. Place the paper on the rings
 5. Close the rings.
- Use reinforcements on your papers as needed.
- It is your responsibility to replace any lost or missing papers since everyone will receive only one copy.
- All final copies should be legible and complete.

YOUR NOTEBOOK IS A TOOL TO HELP YOU KEEP YOUR WORK ORGANIZED. YOU ARE EXPECTED TO KEEP THE NOTEBOOK IN ORDER. SINCE BEING ORGANIZED AND MAINTAINING AN ORDERLY NOTEBOOK IS NOT EVERYONE'S STRONGSUIT, ASSISTANCE WILL BE PROVIDED WHEN NECESSARY. INFORMAL NOTEBOOK CHECKS WILL OCCUR THROUGHOUT THE TERM AND AN ORGANIZED NOTEBOOK WILL BE KEPT IN THE CLASSROOM AS A GUIDE/REFERENCE.