

Binder Instructions

General Biology

Purpose: In order to get the most out of our learning for the year, each student will be keeping a **Biology Binder**. This is a notebook that will be used throughout the year and will be essential towards the student's progress in class. Your binder will serve several purposes. It is designed to provide you with an organized way of processing information. The binder functions as a resource for developing content ideas for tests and projects. The binder also serves as a vehicle for completing assignments. Further, the binder is a means of day-to-day accountability for required work.

Materials: You will need a 1" hardback binder along with ten dividers. This binder is only to be used for this biology class.

Instructions for organizing the binder: The following guidelines should be strictly followed in setting up your binder:

1. Make dividers for the following sections (*each divider's tab should be labeled according to what it is in **bold***)
 - **Information**
 - i. *In this section you should have the syllabus, binder instructions, etc.*
 - **Unit 1**
 - **Unit 2**
 - **Unit 3**
 - **Unit 4**
 - **Unit 5**
 - **Unit 6**
 - **Unit 7**
 - **Unit 8**
 - **Paper**
 - i. *Place loose-leaf paper at the back of your binder.*
 - ii. *You will need an ongoing supply of loose-leaf paper for writing assignments, notes, and journal entries.*

Binder Maintenance: The binder is your responsibility alone. This includes collecting notes from absences. With each unit you will keep your notes, class activities, and graded assignments. A "Sample Binder" can be found at the front of the class at all times. This binder serves as a resource for you to use to check that you have all the required materials in your binder.

Grading: Binders will be collected at various times. Collection during the first grading period will be announced. Later collections may occur without prior notification. Binders will be graded on organization as well as completed elements and thoughtful responses to bell work.