MAT0028

MATH BINDER

Many say that organization is one of the keys to success. It is definitely true in a math class. You can take the greatest notes, but if you can’t find them it won’t help you at all. You should have one organized binder that you use only for your math class. The following will provide you with a list of required materials and instructions for organizing your binder.

Your binder grade will be included in the attendance/participation portion of your course average. You must organize your binder as described below in order to earn full credit.

REQUIRED MATERIALS:

1 three-ring binder, 1 ½” or 2” (you may want to use two: one for your coursework and one for your text)

1 package of dividers containing at least 6 tabs

1 package of small post-it tabs or notes

1 package of loose-leaf notebook paper (I prefer College Ruled)

INSTRUCTIONS FOR ORGANIZING YOUR BINDER:

Put your copy of the class syllabus at the very beginning of the binder in front of the first tab (you will need to download and print a copy from my website). The syllabus contains all of the important information for the course, including my office location and the schedule for office hours. After the syllabus, break the binder into six sections using section dividers. Label each divider with a title as listed below:

- **Section 1 - Notes**: This section will contain your classroom notes.
- **Section 2 - Tests and In-class Quizzes**: Keep your graded tests and in-class quizzes in this section. Reviewing graded in-class quizzes and online quizzes are great ways to review for a test. Reviewing graded tests is a great way to prepare for a final cumulative exam.
- **Section 3 – Handouts/Formulas**: In this section you can keep any handouts I give you throughout the semester.
- **Section 4 – QEP**: This section will be devoted to materials related to the QEP.
- **Section 5 – Chapter we are covering from our book**: NOTE: you can have a separate binder for this but you are responsible for bringing the sections we are covering in the textbook to class.
- **Section 6 – Homework**: I would suggest keeping your work from your online homework in this section, labeled with the corresponding chapter and section.