

Research Mathematics Notebook Specifications (V19)

Each student will maintain a **Notebook**. The Notebook must be brought to class each day. It will be collected **EACH** marking period in the week prior to the final grade. Additional "spot checks" will occur at the teacher's discretion. The notebook is an important part of your grade. Always check for "Common Mistakes" before submitting a notebook.

Cover, Supplies, Scoring Sheet AND Submission Date– 5%

The folder should be a hardcover 3-ring binder in good condition. The course name, and the student's header information should be clearly displayed on the front cover. It is best to get a folder with a clear plastic insert on the cover, otherwise write this information clearly on a attached label or in a contrasting color.

Each notebook should have a place to store a pencil, pen, eraser and other supplies.

The scoring sheet should be in the inside front pocket of the notebook. **BE SURE to put the submission date in the box at the top of the scoring column.**

Table of Contents – 15%

Notebooks without a Table of Contents WILL NOT be graded. All pages must be numbered and listed in the Table of Contents. You should number and date your pages as you place them in the book. There will be a separate page for each of the four sections.

The following five sections are required and must be separated with labelled dividers.

1. **Classroom Notes - 20%**

There must be a page for **EACH DAY** of class. Included on each page should be the date, **homework assignment(s), and a description of the day's activities**. If class consists of worksheets or computer work, use the note pages for your work. Classroom notes must be "setup" at the beginning of each marking period. Each page should have **your name**, the date and the "day of the marking period" in the top, right corner clearly written in **INK**. **No crossouts, whiteouts or erasures**. Organize them using the **Cornell** note-taking system. Each page should have a **DATE** and the **DAY NUMBER**. Get **DAY NUMBERS** from the calendar. **Include "OH, YEAH" pages every Monday**. Stamp and submit your note pages **EVERY DAY**. Notes **MUST** give good evidence that work was done. Notes will be graded on a scale of 60% - 100%. If you don't turn in notes you will get a Z, so don't forget to turn them in on time, every day. Use the date stamp only for **NOTES**.

2. **Practice Tests – 40**

The practice test section must be set up completely at the beginning of each marking period. Completely fill out all information on the Practice Test Reporting Form (PTRF) and the Team Reporting Form (TRF) in advance. Make sure that the Header information matches the Gradebook **EXACTLY**. A list of practice tests is available on Moodle and in the Gradebook. Each entry consists of 5 parts. 1) PTRF 2) Individual Solutions 3) Team Solutions 4) TRF (facing backwards) 5) Copy of Test. Do not write on the actual test. Format the solutions pages so that solutions and answers are neat, organized and numbered. In the Notebook, secure each test with a paperclip along the right margin. When submitting with the weekly Parent Viewer, move the paper clip to the top left corner. Do **NOT** submit the copy of the test with the parent viewer. Make sure all entries are completed. Plan your team's practices so that you have all four individual scores. Remember to enter all scores in Moodle. **It is important that you and your teammates keep up with both the individual test assignments AND the team assignments.**

3. **Graded Assignments - 10% (HW, Test, Quiz, Classwork)**

This section should include all graded tests and quizzes and any work done in class. When you receive a graded assignment put the **PAGE NUMBER** and the date returned on the bottom right side of the first page. Record the assignment in the appropriate Table of Contents.

4. **Reference Sheets and Handouts - 10%**

When receiving a reference sheet or handout, write a **PAGE NUMBER** and the date received on the bottom right corner of the first page. Enter this sheet in the Table of Contents

Overall Impression

The teacher may adjust the final grade here depending on the overall impression of the runbook.

Extra Credit

Include any extra credit assignments here.