

Guidelines for your IPS Notebook

Your IPS notebook is the main record of your work in this course. All notes, lab data & analysis, and daily activities belong in the notebook. The notebook must be composition style with bound hard cover, and have a minimum of 100 pages.

You are expected to **bring your notebook to class every day**. It is your responsibility to keep your notebook up-to-date. Your teacher could collect the notebook at any time. Therefore, do not put off getting your notebook organized and in order. The following are some requirements for how you should organize your notebook:

1. Every page must be numbered (front and back) and dated. Never remove a page from your notebook.
2. Write on both sides of each page.
3. All text must be written in **blue** or **black** ink. Graphs, sketches, and mathematics can be done in pencil.
4. All work must be neat and presentable. Your notebook may only contain work for this course.
5. The work in your notebook should be in the same order in which material is presented. Leave blank pages when you are absent for the work you will need to make up. Should you be absent, you are responsible for finding out what you missed. You are also responsible for making up the work promptly before the notebook due date.
6. All notes, labs, and homework should be clearly titled. Titles should be highlighted before notebooks are collected.
7. Students are expected to keep an updated table of contents in the front of his or her notebook.
8. There should be no loose papers in your notebook. Work that must be taped in with transparent tape and shouldn't extend beyond the notebook page. Fold full sheets of paper and tape them sideways on a notebook page. Do not tape more than one piece of paper to each page. Do not tape over any text you've written. Do not use staples.
9. All text must be written in complete sentences. When answering an assigned question, incorporate the question into your answer.
10. When in doubt about notebook organization, ask questions!