

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** and it is your responsibility to keep them up-to-date. The notebook could be collected by your teacher at any time so 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 done in **blue** or **black** ink; graphs, sketches, and mathematics can be done in pencil.
4. All work must be neat and presentable, and 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 and for making it up promptly before the notebook due date.
6. All notes, labs, and homework should be clearly titled and titles should be highlighted before notebooks are collected.
7. Students are expected to keep an updated table of contents in their notebook.
8. There should be no loose papers in your notebook. Work that must be taped in (don't use staples, use scotch tape) 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.
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!