Organized Checklist for Binder and Notebooks

Binder

1. Binder is reserved for only one subject, and the course name and class information are written on the front cover.
2. Class syllabus is located in the front of the binder.
3. Binder has dividers that are clearly labeled.
4. None of the dividers are labeled “miscellaneous.”
5. Binder contains a notebook or loose leaf paper for note-taking.
6. There are no loose notes or handouts throughout the binder.
7. All papers and notes are hole-punched and secured in the rings.
8. All papers and notes are dated, and appear in chronological order.
9. Binder is in good physical condition.
10. Binder has your name and contact information written on it.

Notebook

1. Notebook is reserved for only one subject, and the course name and class information are written on the front cover.
2. Dividers (if available) are clearly labeled.
3. None of the dividers (if available) are labeled “miscellaneous.”
4. There are no loose papers throughout the notebook.
5. All notes are dated, and appear in chronological order.
6. All notes are legible.
7. Notebook is in good physical condition.
8. Notebook has your name and contact information written on it.