

# Course Notebook 1-1 ½ inch

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You are expected to create and maintain a course notebook for your Mathematics class. The notebook will be graded on the basis of neatness and completeness and the grade will be a part of your course grade. You should bring your notebook to class every day and any time you go to office hours. It may be checked at the whim of the instructor.

## STRUCTURE OF THE NOTEBOOK:

The notebook is to be in a three ring binder.

All papers are to be 3-hole punched and put in the binder. There are to be no loose pages.

The first page will be a title page. The title page will include the following:

Your name  
Name of the course  
The course number and Ticket Number ( Math ....., Ticket # .....)  
Instructor's name  
Semester and Year

The rest of the notebook will be divided into five sections separated by a labeled divider.

First Section: Label the divider “**Class Notes**”

- Include all your notes from class in chronological order.
- Each page of a day's notes must have the date of the class in the top right hand corner and should be numbered, if more than one page.

*NOTE: If you prefer, you may keep your notes in a spiral notebook and submit it together with your three-ring binder.*

Second Section: Label the divider “**Homework**”

- Include all your homework from the textbook, starting with the first section *1.1 Whole Numbers* and continuing in order.

Third Section: Label the divider “**Handouts**”

- The first handout should be the syllabus followed by this handout. If you miss a class, be sure to get any missed handouts.
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Fourth Section: Label the divider “**Quizzes & Exams**”

- Quizzes should be dated and kept in order.
- Each quiz needs to be followed by corrections on a separate sheet of paper.
- Include each exam, followed by your corrections on separate paper.

*If you missed a quiz or exam, get a copy, work out the problems and include it in your notebook.*

Fifth Section Label the divider: “**Study Skills**”

- Mathematics Learning Strategies notes and handouts.