

# 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.