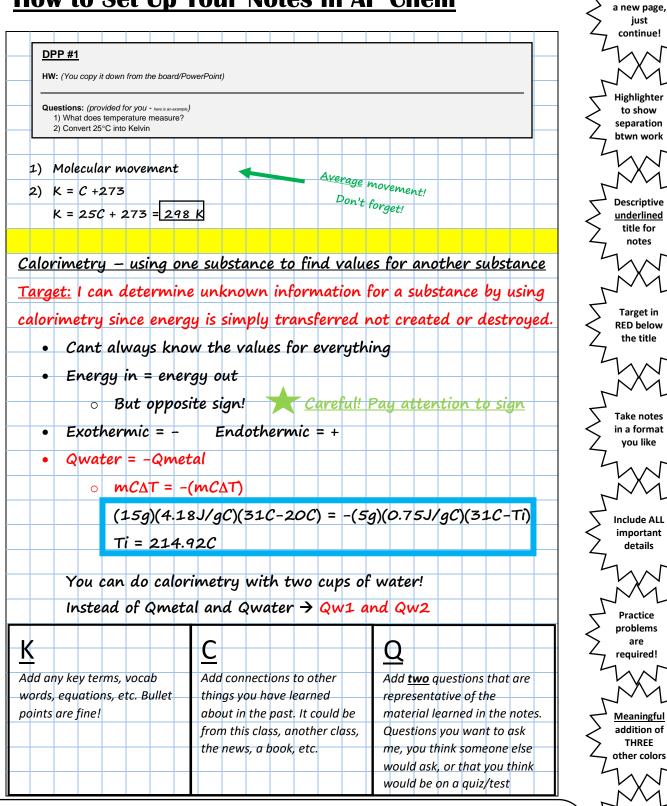
## How to Set Up Your Notes in AP Chem



- Notes are graded assignments.
- If you are absent you are required to make up the missed Notes.
- Your notes need to look readable to another person, and should not be cramped together. Use space!
- KCQ Boxes are required to be finished by the start of the next class period. All efforts will be made to post this as an assignment on Schoology each day, but it is expected and required even if something happens and it is not posted. You now know it is a daily requirement!
- You are responsible for knowing, understanding, and following the formatting requirements.
- If you have questions about the formatting requirements it is your responsibility to ask.
- Notes should reflect effort, thought, detail, reflection, and should demonstrate processing and learning taking place.

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## **EXAMPLE GRADING RUBRIC**

This example gives you an idea of the types of things I look for when grading notebooks. This is not a guaranteed format or amount of points, it is simply an example to help guide you into doing complete and quality work. Notebook checks will be announced and unannounced. No points will be awarded if you fail to have your notebook on a collection day, either announced or unannounced.

Chapter 14 Composition Notebook Grade Sheet										
Name:		Period:	Seat #:							
ITEM	COMMENTS									
N46	No title	□ Min. Color &/or not used meaningfully	10							
Acids and Bases and pH	□ Non-descriptive/obvious title	No KCQ boxes								
calculations	No Target in red pen	□ KCQ incomplete/lacking effort/detail								
pH Calculations Chart	□ Incomplete notes lacking info	□ Other								
pH Square x 2	□ No color									
N47	No title	☐ Min. Color &/or not used meaningfully	10							
Nomenclature, Strong	Non-descriptive/obvious title	No KCQ boxes								
Acids/Bases, Ionization	No Target in red pen	□ KCQ incomplete/lacking effort/detail								
of Water	Incomplete notes lacking info	Other C								
Naming Glue In	□ No color									
Marmun #22	Missing	D No ransfer stal p	5							
Warmup #22	□ Not graded	Other								
	🗆 No title	☐ Min &/or not used meaningfully	10							
N48	□ N -d so p ive/obvious title	KCQ boxes								
Weak Acids and Bases	□ No farget in red pen	KCQ incomplete/lacking effort/detail								
Glue In Practice Problems x 2	Incomplete note	)								
	□ No color T									
	□ Mis ng	No transfer stamp	5							
Warmup #23	Not graded	□ Other								
	Missing	No transfer stamp	5							
Warmup #24	Not graded	□ Other								
	□ No title	Min. Color &/or not used meaningfully	10							
N49	Non-descriptive/obvious title									
Salts	No Target in red pen	KCQ incomplete/lacking effort/detail								
Steps Glue In Chart Glue in x 2	Incomplete notes lacking info	. –								
Chart Glue In X 2	□ No color									
	No title	Min. Color &/or not used meaningfully	10							
N48	Non-descriptive/obvious title									
Titrations Hands On	No Target in red pen	KCQ incomplete/lacking effort/detail								
Lecture	Incomplete notes lacking info									
	□ No color									
	1	Total 65	1							

Sometimes things are simply graded on a 0-3 scale more for general completion. One point would be deducted for each item missing or unfinished. A decent effort must be made on each part to receive full credit.											
Example: Student had all parts of the notes finished with effort			Example: Student didn't finish KCQ Boxes, but the rest is done			Example: Student didn't do KCQ boxes or annotations, but did take notes with Target					
0	1	2	3	0	1	2	3	0	1	2	3