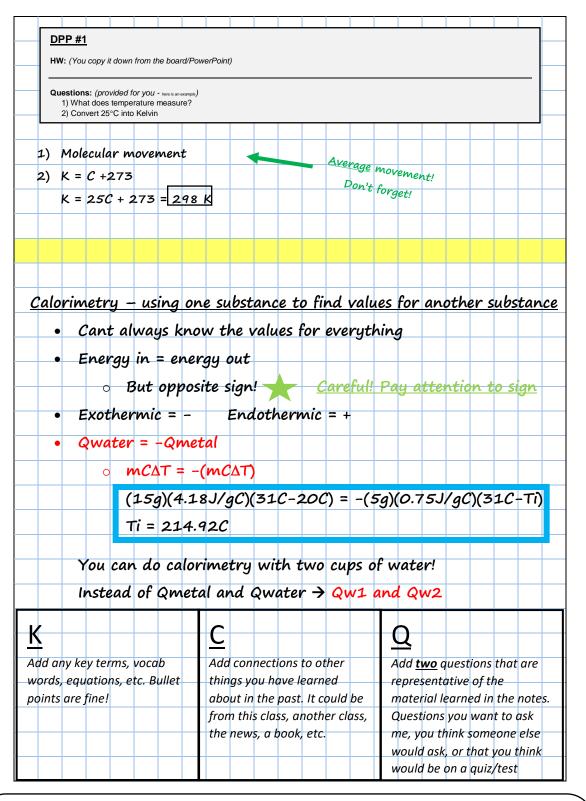
How to Set Up Your Notes



- 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 on School Loop 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.

Don't need a new page, just continue! Highlighter to show separation btwn work Descriptive underlined title for notes Take notes in a format you like Include ALL important details **Practice** problems are required! Add THREE additional colors Add color in a meaningful way! **KCQ Boxes** at the end of the set of notes

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 #:
17714			2004	AAFAITC	SCORE
ITEM		COMMENTS			
N46		No title		Min. Color &/or not used meaningfully	10
Acids and Bases and pH calculations		Non-descriptive/obvious title		No KCQ boxes	
pH Calculations Chart		Incomplete notes lacking info		KCQ incomplete/lacking effort/detail	
pH Square x 2		No color		Other	
N47		No title		Min. Color &/or not used meaningfully	10
Nomenclature, Strong Acids/Bases, Ionization of Water		Non-descriptive/obvious title		No KCQ boxes	
		•	_		
		Incomplete notes lacking info		KCQ incomplet (lacking effort/detail	
Naming Glue In		No color	Ш	Other	
Warmup #22		Missing	7	Not an fer stamp	5
		Not graded	O)/	Other	
N48		No title		Min. Co(r &) r of used meaningfully	10
Weak Acids and Bases		Non-docri e obvious title		NC Q boxes	
Glue In		Incom, ete tes lacking info	a ('	120 incomplete/lacking effort/detail	
Practice Problems x 2		No color	S),	Other	
Warmup #223		Missing		No transfer stamp	5
		Not gra		Other	
Warmup #24		Missing		No transfer stamp	5
		Not graded		Other	
N49		No title		Min. Color &/or not used meaningfully	10
Salts		Non-descriptive/obvious title		No KCQ boxes	
Steps Glue In		Incomplete notes lacking info		KCQ incomplete/lacking effort/detail	
Chart Glue in x 2		No color		Other	
N48 Titrations Hands On Lecture		No title		Min. Color &/or not used meaningfully	10
		Non-descriptive/obvious title		No KCQ boxes	
		Incomplete notes lacking info		KCQ incomplete/lacking effort/detail	
		No color		Other	
			Tot	<u>al</u> 65	•