

Notebook Information Sheet 2016

Mr. Fields, why do we need a notebook? Isn’t that for younger kids?

In order to succeed in the AP US History program, you will need to be organized. You will need to have a storage space with all class materials, notes, handouts, assignments, and activities. In other words, you are going to need a **NOTEBOOK**. Your notebook will be your property, so take care of it! Your notebook must come to class every day - this is essential!

What Do I Need for the Course Notebook?

You will organize, maintain, and submit a notebook for each of the twelve American history units. You must have two three-ring binders for the course:

* The **FIRST** three-ring binder will be for the current unit. Because it is only for the current unit, it only needs to be a smaller (1”) binder. This would be the binder that you are required to bring to class everyday. When we are finished with the unit, you will turn in the completed notebook for grading.
* The **SECOND** three-ring binder will be a cumulative binder. Because it is intended for all of your materials throughout the year, it is recommended that you get a larger binder. This binder will be left at home unless you are given prior notice by Mr. Fields to bring the notebook to class for an assignment/grade.
	+ Within your cumulative binder, you will need some sort of divider for each unit.

What Do I Need to do for each Unit?

* A **COVER** with your basic information - your name, the course name, and the school name - this should go in the front view-binder sleeve or on the first page
* A **UNIT TITLE PAGE** with the title of the unit and a colorful drawing or illustration representing the theme(s) of the unit. Be creative! Some former students actually made moving title pages - very ingenious, don't you think?
* A **TABLE OF CONTENTS** identifying the material contained in the notebook in chronological order and the page number in your notebook
* All assigned **MATERIALS**, including class notes, reading outlines, unit vocabulary, in-class assignments/quizzes, handouts, etc. with the pages numbered - each material must have your name and the date
* Any **EXTRA CREDIT** Pop Culture Points that you may have accumulated or any other extra credit assignment
* **COLOR** used in an appropriate and educational manner

What are the specifics for the materials within the notebook?

All materials contained within your notebook must have a title, including the date. I will give you examples of these aspects as we proceed in class, and I will always have an updated table of contents online containing the materials that I expect to be in your notebook.

Are These Actually Going to Be Graded?

Your notebooks will be checked periodically. At times, I will spot check your notebooks and give instant feedback. As mentioned previously, at the end of every unit I will grade your notebooks in several categories: thoroughness, quality and accuracy of work, organization, and visual appeal. Each assignment should be complete and as neatly presented as possible. Also, your artistic tough should be visible throughout the notebook. Use color, pictures, and diagrams in order to reinforce class materials. You will also be evaluating the notebooks!

What If I am Absent?

You are required to be in class everyday. However, I understand that there will be ***RARE*** days that a student is sick, on a sponsored field trip, or an unavoidable doctor’s appointment. In that case, it is also important to realize that it is your responsibility to obtain class notes, materials, and notebook assignments in the case that you are absent from class. Failure to do so will result in an incomplete notebook and less knowledge and creativity!