

IPC Binder

Organization is crucial to your success in chemistry. We will cover a lot of information, and being organized will put you in the best possible situation to keep everything straight and do your best. I decided to include this handout for organizing your chemistry materials because students have often commented that I am very organized, and thus I feel I am in a position to pass these skills on to you. Mastering the skill of organization will be a big help when you take Mentorship next year and especially when you go to college! If you've always been disorganized, stop making excuses. You can do this! If you feel you need one-on-one help in this area, please feel free to come see me.

I suggest you organize your binder with the following sections. I've kept it down to five so you'll only need one set of tab dividers. It's important to keep track of homework, quizzes, and tests because they are invaluable resources when it comes time to study for tests and the final exam. You'll also find it helpful to keep all of your reference materials together so you can locate them quickly (and therefore save time) while working on homework and other assignments.

IPC Binder:

Reference:

- ◆ Administrative papers (Policies & Procedures, etc.)
- ◆ Chemistry reference handouts (Periodic Table, etc.)

Notes:

- ◆ Filler paper for lecture notes
- ◆ Lecture handouts (These handouts are supplements to taking your own lecture notes. They do NOT contain all of the information that I expect you to get out of the lecture.)

Homework/Classwork:

- ◆ Chronological arrangement of homework and in-class assignments

Quizzes/Tests:

- ◆ Chronological arrangement of quizzes and tests

Labs:

- ◆ Chronological arrangement of lab procedure handouts and graded lab reports

Other Organizational Tools:

- ◆ **Planner** – Use a method that works for you. One suggestion: on the day it's assigned, write down each assignment and its due date. Cross it off when it has been completed. Available from Mrs. Barton.
- ◆ **Assignment Checklist** – An alternative method of keeping track of assignments. Available in the classroom.
- ◆ **Planning Calendars** – Weekly and semester calendars can help you budget your time between classes and other activities. Available in the classroom.