

### Instructions for Class Binder

Each student is to have a 1.5 inch or larger “three ring binder” devoted solely to this class. This means that only Horticulture work should be kept in this binder. This binder will be organized **exactly** as described below. Binders will be periodically collected and checked.

**This binder will help you become a more organized person. Being organized will help you in all aspects of life, not just passing Horticulture.**

1. All class expectation/rule sheets (including this one!) should be kept in a **sheet protector** at the front of the binder or in the clear pocket on the front cover of your binder.
2. This binder is to have **5-manila index tabs** labeled in the following order from top to bottom:
  - a. Daily agendas
  - b. Class Notes/Handouts
  - c. Readings/Career info
  - d. Assignments and Labs
  - e. Assessments

The following will be kept behind each tab:

#### **A. Daily Agendas**

1. At the start of class every day students will copy the agenda for the day and learning targets/objectives. This information will be recorded in a specific format that will be addressed in class.

#### **B. Class Notes/Handouts**

1. Classroom notes with dates on each page. A new page should be devoted to each day.
2. Class handouts with dates on each page
3. All sheets are to be in chronological order (by date)
4. Binder paper

#### **C. Readings and Career Information**

1. All supplemental reading material provided in class will be kept in chronological order in this section.
2. All information and exercises related to careers in Horticulture will also be kept in chronological order in this section.

#### **D. Assignments and Labs**

1. Assignment log just after divider for this section. Log must be kept up to date and must be your own log (photocopying logs will not be accepted). Log should list in order all work in this section.
2. All class assignments and lab exercises – both completed/graded and in process

If you are missing assignments or if your log is incomplete, you will lose points; occasionally Ms. Dean may do an “Assignment log check” – make sure you update your log everyday to avoid losing points

#### **E. Assessments**

1. Returned quizzes with correct answers filled in – we go over answers in class - this will aid the student in studying for tests.
2. Returned tests with correct answers filled in – we go over answers in class - this will aid the student in studying for final exam.

**Only those materials specified in class should be located in the front/back pockets of your binder.**