


Name: \_\_\_\_\_

# Notebook Rubric

Grade Earned	A	B	C	D
<b>Due dates</b>	Handed in on /10	Handed in by 3/3/10	Handed in on 3/8/10	Handed in before 3/11/10
<b>Presentation</b>	Notebook and rubric are handed in to your instructor in person during class on 3/1/10 with rubric in hand.	Notebook and rubric are handed in to your instructor in person at lunch or after school with rubric in hand.	Notebook and rubric are handed in to your instructor in person at lunch or after school with rubric in hand.	Notebook and rubric are handed in to your instructor in person at lunch or after school with rubric in hand.
<b>Notebook Binder:</b>	3-ring notebook binder is clean and free of tears. The typed project title and students name appears neatly and prominently on the cover (or insert). The rings of the binder are in proper working condition. The binder is the appropriate size for the material it contains.	3-ring notebook binder is clean and free of tears. The typed project title and students name appears neatly and prominently on the cover (or insert). The rings of the binder are in proper working condition. The binder is the appropriate size for the material it contains.	The typed project title and students name appears prominently on the cover (or insert). The rings of the 3-ring notebook binder are in proper working condition.	A binder exists.
<b>Updates:</b> 	Includes <u>updated</u> procedure* ( <b>past or present tense only</b> ) and bibliography (reading materials actually used). No correction marks can be found on any project pieces. Students name is removed from all pieces. An equipment list showing where each item was obtained is <b>not</b> included, the specification of important items should now be found in the text of the procedure. Diagrams/pictures of constructed apparatus are included when appropriate.	Includes <u>updated</u> procedure* ( <b>past or present tense only</b> ) and bibliography (reading materials actually used). An equipment list showing where each item was obtained is <b>not</b> included, the specification of important items should now be found in the text of the procedure. No correction marks can be found on any project pieces. Students name is removed from all pieces. Diagrams/pictures of constructed apparatus are included when appropriate.	Includes <u>updated</u> procedure* ( <b>past or present tense only</b> ) and bibliography (reading materials actually used). No correction marks can be found on any project pieces. Students name is removed from all pieces. Diagrams/pictures of constructed apparatus are included when appropriate.	Includes <u>updated</u> procedure*.

\* Your original procedure was a PLAN of what you were planning to do, now it has to be turned into an actual procedure to explain what you DID. **REMOVE your list of equipment.**

# Notebook Rubric

<b>Contents:</b>	Includes the following (in order):  Abstract Procedure Conclusion Graphs Computer created data tables Original data tables (mentor signatures may stay on these) Time log Background Report Bibliography Additional Reading Material	Includes the following (in order):  Abstract Procedure Conclusion Graphs Computer created data tables Original data tables (mentor signatures may stay on these) Time log Background Report Bibliography Additional Reading Material	I Includes the following (in order):  Abstract Procedure Conclusion Graphs Computer created data tables Original data tables (mentor signatures may stay on these) Time log Background Report Bibliography Additional Reading Material	Includes the following (in order):  Abstract Procedure Conclusion Graphs Computer created data tables Original data tables (mentor signatures may stay on these) Time log Background Report Bibliography Additional Reading Material
<b>Tabs OR table of contents and numbering system:</b>	Each section listed above is tabbed ( <b>typed</b> ) for easy location.	Each section listed above is tabbed for easy location OR every page of the notebook is numbered and a table of contents referring to each section exists.	Each section listed above is tabbed for easy location OR every page of the notebook is numbered and a table of contents referring to each section exists.	No method of locating sections is evident.
<b>Class worksheet removal</b>	<b>ALL rubrics / samples / handouts from class have been removed.</b> The notebook rubric is handed to me in person when presenting the notebook.	<b>ALL rubrics / samples / handouts from class have been removed.</b> The notebook rubric is handed to me in person when presenting the notebook.	<b>ALL rubrics / samples / handouts from class have been removed.</b> The notebook rubric is handed to me in person when presenting the notebook.	<b>ALL rubrics / samples / handouts from class have been removed.</b> The notebook rubric is handed to me in person when presenting the notebook.
<b>Neatness:</b>	All pieces are titled and neatly typed in <b>black ink only</b> (Original data/time table may be handwritten), All text is in <b>the same</b> 12-point “block-style” font, such as Times, New York, Chicago, <b>Minimal</b> spelling or grammar mistakes appear. All material is neatly hole-punched.	All pieces are titled and neatly typed in <b>black ink only</b> (Original data/time table may be handwritten), All text is in <b>the same</b> 12-point “block-style” font, such as Times, New York, Chicago, <b>Minimal</b> spelling or grammar mistakes appear. All material is neatly hole-punched.	All pieces are titled and neatly typed. <b>A few</b> spelling or grammar mistakes appear. Original data table may be handwritten. All material is hole-punched.	All pieces are hole punched and appear in the notebook.