**Binder Check – Checklist**

Tab 1: Documents – All of the student’s primary and secondary sources, except Zinn readings, will be placed here in the order that they received them. Papers that go with these documents, like organizers or questions, will go here too.

Tab 2: Zinn Homework and Readings – All of the homework readings and Zinn guided readers will go here in the order that they were received.

Tab 3: Notes – All lecture/PowerPoint notes will be placed here. Each set of notes should be dated on when they were taken.

Tab 4: Projects, papers, presentations, and research – Any essays, short writings, research materials, and projects and presentation related materials will be placed here along with their rubrics and associated papers.

Tab 5: Quizzes and Tests – All graded quizzes and tests will be placed here and dated. Study guides go here as well.

Back Pocket: “Thing of the Day” – Each day as students enter class, they will find a Word, Quote, Image, Current Event, etc. on the board or projector they will write down on their own paper. Students are expected to work on this immediately and be ready to discuss the “Thing of the Day”. This should be a continuous log.

Grading Rubric

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| --- | --- | --- |
| Grade | Organization | Completion |
| 4.0 | All work is organized in the rights tabs. No missing work. | All work is completed; annotation is seen on all sources; all notes taken. |
| 3.0 | Most work is organized. Some papers might be misplaced. Missing very few items. | Most work is completed; annotation is seen on most sources; most all of the notes are taken. |
| 2.0 | Work is somewhat organized. Papers are in the wrong tabs. Missing some items. | Some of the work is not completed; annotation of sources is inconsistent; most all of the notes are taken. |
| 1/0 | Too unorganized. Missing many papers and items. Many items are in the wrong tabs. | Lots of incomplete work; little to no annotation of sources. Did not take notes or took minimal notes. |

*September 1st* **Grade**: Comments:   
*September 29th* **Grade**: Comments:   
  
*December 8thth* **Grade**: Comments:   
 *February 2nd* **Grade**: Comments: *March 2nd*  **Grade**: Comments:   
  
*April 6th* **Grade**: Comments:   
  
*May 4th* **Grade**: Comments: