

## ***The Binder for Ms. Miner's US History Classes***

Your binder will be the "go-to" place for both you and me. Periodically I will ask you to leave your binders so that I may grade them. Generally, your binder will be due for grading at each Unit Test.

**WHY A BINDER?** (instead of a notebook) - Reason #5 - you can't easily put maps, handouts, and extra reading assignments into a notebook. Reason #4 - you will want to keep your returned work where you can find it -- in your binder! Reason #3 - you will want to arrange your notes and homework in logical order. Reason #2 - you won't have to buy a new notebook for each unit. The **Top Reason- #1** - it's a requirement!

**WHAT TO GET:** A 3-ring 1" - 1.5" binder. Obtain a "heavy duty" binder, preferably one that has "locking" tabs. You will be using this binder all year, and you do not want to have to struggle with rings that don't quite mesh, or rings that open unexpectedly and fling your papers to the wind! You'll also want the "view" type binder so that you can insert a new "cover page" for each unit. Expect to pay \$4-\$6 for a heavy-duty binder.

Find index tabs or make your own. Note that each section must be divided by tabs that stick out, and the tab must be labeled.

### **SETTING UP YOUR BINDER:**

- Your binder will have a **COVER SHEET** - which you will want to slip into the "view" part of the binder's cover.
- The cover sheet must have your name and section number (period)
- You will design a new cover for each unit. (Appropriate to the unit under study, of course!) Illustrate freehand or download grafix.
- Your binder will have a SPINE LABEL with your name and section number, and "US History" plainly visible.

**HOW TO DIVIDE THE BINDER:** Use TABS (that stick out) to divide each section. Each section must be labeled on its Tab with descriptive words.

- **Lecture notes, class-work notes and in-class assignments.** All pages must be dated and filed in chronological order! It doesn't matter whether you file "latest on top" or "first day on top."
- **Your Reading Notes** (from your textbook.)
- **Readings Annotated "outside readings."**
- **MAPS these stay in your binder all year.**
- **"Other" or "Miscellaneous"** – just in case.