

Reference Book Guidelines

Your reference/composition notebook has many useful purposes:

- It helps you **study for exams** by *re-writing* in-class notes and determining what information is important to YOU.
- **It improves overall organization** of notes.
- **You can use your book on quizzes and Exam 3** provided you turn it in to be graded for in-class exams and keep it up to date (no use on final exam).
- You can use it in your **future math courses!**

Requirements:

- You should purchase a **composition notebook**...graph paper is best, but a lined one will do just fine. You can also use a regular spiral bound notebook.
- This book should be **SEPARATE from your in-class notebook** unless given approval to use your regular in class notes.
- **Write your name and contact info inside of front cover.** In case you lose your book, you should have your name and an email address or phone number or address.
- **Skip at least 3** pages in the beginning of your book for a Table of Contents (more if you write big). Here you should include description of the material you have written on a page, and the page number.
- **Number your pages** in the top right, or lower left.
- **Summarize concepts** you have learned using your own words. Make notes to yourself about strategies used, proper notation and your common mistakes.
- You must **write “a little something” from EACH section.** Even if you “know it already.” At the end of the semester, come the last exam, things that you know in the beginning of the semester, you may no longer have memorized.
- Your reference book will be **collected DURING Exams** and graded as a written homework. It will be worth **10 points each time it is graded.**

Helpful Hints:

- **Do a little bit at a time.** Do not try to cram everything in there the night before the exam. Have your book out when you are doing homework and maybe jot down a particularly challenging example you encounter. In class, sometimes I will say “you might want to put this in your comp book.” Put a star by that info and copy it into book **right after** of class so you remember.
- **Use colors!** Maybe write/highlight definitions in green, examples in purple, important things to remember in red...and so on. Be creative!
- **Don't write/highlight too much** as it will be difficult to find what you're looking for during the Final Exam.
- **Make it YOURS!** Use colors, doodle in it, make it pretty but try to keep it neat 😊