Maintaining a Biology Composition Book

Your composition book is a record of all the skills and knowledge acquired during this course. It is imperative that you keep it well maintained and organized.

All work completed in this book must be of final draft quality - the font is legible, there is a proper heading, and space on the page is utilized well.

Please remember to number all your pages as you go. Use page marker tabs, post-its or a small dog-ear to mark any pages that have yet to be graded. Also remember that all assignments must also be put into the table of contents.

 How are assignments in my composition book Graded?

**Practice/Review assignments**:

Go under “Assignments” category in grade book (worth 15%)

|  |  |  |
| --- | --- | --- |
| **Mark Received** | **Description** | **Numerical Score** |
| ✓+ | Assignment was completed and stamped by the assigned due date.Answers are thorough, and corrections have been made in a different colored pen. | 10 |
| ✓ | Assignment was completed by the assigned due date.Some answers are not through or lack thought.For the most part, corrections have been made using a different colored pen, but they are not entirely complete. | 7.5 |
| ✓- | Assignment was **not** turned in on time.-or-Answers are **incomplete** and corrections have not been made. | 5 |
|  | Assignment is incomplete (>50% incomplete).-or-Assignment is missing. | 0 |

**Labs**

Go under “labs” category in grade book (30%)

Specific components of a lab are graded based on their individual rubrics. For example, the procedure section is graded based on the number of attributes that you’ve met for this section (i.e. individual rubric).

A whole lab report is graded based on the combined scores of all the individual rubrics.

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