Name_____

⚲ Activity 1.1.2 ESI Notebooks

Purpose

The skill of organization is part of being successful in and out of school. You have experienced many ways to stay organized during your school career. The most important thing is to use your organizational system consistently, saving time and effort.

In *Environmental Science Issues*, you will conduct a project of your design. It is critically important to maintain complete and accurate notes and records of findings and progress. Data and information collected must be easily retrievable, understandable, and cited correctly. A well-organized notebook is a valuable tool for this project.

In this course, you will maintain two notebooks, each having a purpose. Use the *ESI Notebook* as a portfolio of class activities, projects, and problems. The *ESI Notebook* will contain a record of FFA and SAE activities you participate in throughout the school year. You will also maintain a separate *Laboratory Notebook*. File class notes in the *Laboratory Notebook*, answers to conclusion questions, observations, and thoughts. Your teacher will evaluate many of the entries in the *Laboratory Notebook*.

How will the use of the *ESI* and the *Laboratory Notebooks* contribute to a successful class experience?

Materials

Per student:

- Three-inch, three-ring binder
- (7) tab dividers
- (7) tab label inserts
- *ESI Notebook Cover Page Template*
- *ESI Notebook Spine Template*
- *ESI Table of Contents*
- Scissors
- Glue

- *FFA Activity Log*
- *SAE Hours Log*
- *SAE Income and Expense Sheet*
- *SAE for All Alignment*
- *Laboratory Notebook*
- *Laboratory Notebook Guidelines*
- *Laboratory Notebook Evaluation Rubric*
- Pen

Procedure

Organize your *ESI Notebook* and *Laboratory Notebook*. Record experiments, research, and projects in your *Laboratory Notebook*. Set up the two notebooks following the steps below. Update both notebooks throughout the course.

Part One – *ESI Notebook*

1. Write your name clearly on the cover page and spine label. Slide your cover page and spine label into the appropriate positions on the three-ring binder.

2. Make labels for the tab dividers. Use the following list for titles.

- Records
- 1. Issues
- 2. Biodiversity
- 3. Industry

- 4. Agriculture
- 5. Pollution
- 6. Research

3. Insert the *ESI Table of Contents* in the front of the binder.

4. You will fill your notebook with *Presentation Notes* and activity, project, and problem sheets as you progress through the course.

5. Your teacher will provide forms and instructions for local and state FFA and SAE recordkeeping requirements. Update these records as you progress through the course. Include any paper copies in the *Records* section of your *ESI Notebook*.

Part Two – *Laboratory Notebook*

1. Review the *Laboratory Notebook Guidelines* and paste that page on the inside front cover of your notebook.

2. Set up page 1 as the title page using a blue or black pen.

3. Leave page 2 blank. You will add a safety contract here at a later date.

4. Pages 3 through 6 will be the *Table of Contents*. Label each page accordingly.

Conclusion

1. Why is it important to keep a notebook organized?

2. What are some negative results of a lack of organization? How will you avoid these results in this course?

3. What responsibilities do you have that require organization?