**Greeting students! Remember you will need a 2” binder for this course. Here is the breakdown for how you are to organize your binder.**

**IN ORDER…**

**Cover Sheet** (on outside of the binder):

BE CREATIVE! It should have the course name, instructor name, semester, and your name, but you can decorate your binder however you want.

**Syllabus, Work Ethic Sheet, HOSA Sheet, and Restroom Passes**

These should be the first 4 things I see when I open the binder in sheet protectors.

**Dividers-**

Label individual tabs accordingly

1. Classwork/Notes- keep all assignments completed in class and your notes in this section
2. Medical Minute- Keep every warm-up in this section
3. Returned Work- you **MUST** keep all returned work in this section in your binder. We have a hole puncher in class for you to be able to put everything in the binder

NOTE: There will be unannounced notebook checks. Remember you are supposed to have your materials for class EVERYDAY, be reminded that this was a part of my expectation for you when we started class this year. Also, pay attention to #12 on the work ethic grade sheet which states: Class text book not open on desk when bell rings (-50 points). In this case your textbook is your notebook. Therefore, YOU HAVE BEEN WARNED!