STUYVESANT HIGH SCHOOL
Eric Contreras, Principal, I.A.

TECHNICAL DRAWING

TECHNOLOGY EDUCATION DEPARTMENT

TOPIC: Notebook Organization

AIM: To prepare the layout of the TDS11 notebook.

1. Name on cover.

2. Title Page
   a. Name
   b. Name of Course
   c. Term
   d. Instructor’s name and class period
   e. Leave back of page blank

3. Table of Contents – Lettered
   Item #, Topic, and Page #

4. Student Guide
   Secured to notebook and signed by yourself and a parent or adult caregiver.

5. Notebook Organization

6. General Lessons
   Topic, Aim, Date and Page # (upper right or bottom center)

7. Handouts
   Secure all handouts to notebook in the order that they are given. Give the handouts their own page number, as they are part of a lesson or the lesson itself.

8. Diagrams
   All diagrams must be complete and fully labeled. Use color to accent the diagram.

9. Logs/Journal
   You are required to write a minimum of 3-4 complete sentences relating to the days’ activity. Logs are entered daily; make notations for work periods as well as lessons. Begin from last page and work towards the front of the book.

10. Homework Section
    Create a table of contents within the homework section. If you are using a loose-leaf binder locate the homework section before your journal entries. Otherwise use a pocket folder to hold your homework.