

Binder Check

Each bulleted item = 10 points

Binder is organized:

- Necessary sections with dividers.
- 1-on-1 records section first and in reverse chronological order
- All material is in the proper sections; no loose papers
- Easy to find individual articles/summaries

Binder is neat:

- Information is written neatly/legibly.
- Papers are not crumpled.
- Entire binder has a “professional” appearance.

Binder is up to date:

- Complete set of 1-on-1 sheets
- Journal sheets (signed where appropriate).
- All checkpoint written materials included, full record of emails/contacts with mentors and other scientists

Total binder grade =

Binder Sections

- One on one records
- Laboratory notebook copies – Copies of lab notebook sheets as they are completed
- Written correspondence - emails, letters
- Meetings – Other than one on ones
- Phone calls/emails/meetings
- Bibliographic research – Documentation of bibliographic research; summaries
- Journal articles – photocopies of pertinent journal articles
- Written reports – All written material from Checkpoints
- Class presentation materials
- Awards and accolades.