

	10 Always complete or correct	8 Consistently complete or correct	5 Better than half complete or correct	2 Rarely complete or correct	0 No apparent effort made
Table of contents					
Page numbers					
Page titles					
Action log					
Cross hatching					
Signatures					
Initials					
Pen					
Organization					
Legibility					

- The front of the notebook should contain a table of contents; there should be an entry for every day of class attended that includes date, description of contents, and page range.
- Each used page should be numbered in the top outside corner.
- Each used page should have a large title at the top.
- Each day's entry should include descriptions of any and all activities.
- Unused portions at the bottoms of completed pages should be crossed and signed.
- The bottom of each completed page should be signed and dated by the author and a witness.
- Any changes to entries must be initialed; any items taped into the notebook must be initialed on the seam.
- All writing must be in blue or black ink (with the exception of construction lines and other rough sketches, and math work).
- Items and entries in the notebook are organized in a way that makes them easy to understand and distinguish from each other; chronological continuity is maintained.
- Handwriting, drawings and math work are neat and easy to read.

Be advised: I intend to multiply your rubric score by the approximate percentage of assigned work it contains.