

## CODES NOTEBOOK GRADING RUBRIC

	Name	Total /10
	Full Points	Negative 1 Point
<b>Organization</b>		
<b>Organization</b>	8.5x11 portrait paper is used	Any other paper, configuration or trim that is not exactly 8.5x11 portrait
	Notes are bound by one single correct capacity staple in the upper left corner	Notes are bound by any other means other than one single correct capacity staple in the upper left corner
	Cover sheet is printed on colored paper and text is readable	Cover sheet is printed on white paper or text is not readable
	Cover sheet includes class, term, and student name in that order	Cover sheet is missing any of the required items or configuration listed under Full Points
	Cover sheet text is Arial, 48 pt, upper left justified	Cover sheet is missing any of the required items or configuration listed under Full Points
<b>Content</b>		
<b>Content</b>	All class topics are covered	Any topic listed in the syllabus for this class is missing
	The course supplement showing student markups is included in its entirety	Any portion of the course supplement is not included, or lacks student markups
	All student exercises are attached in order	Any exercises are missing or are in the incorrect order
<b>Neatness</b>		
<b>Neatness</b>	All content is logical and consistent	Any content is not logical and consistent
<b>Additional Items</b>		
<b>Additional Items</b>	Student has printed and attached this rubric	Student has not printed this rubric or it is not stapled as the first page of the notes
It is recommended that you photocopy the contents of your notebook as it will not be returned to you		