

## Math 235 Notebook Guidelines

Taalman Fall 2010

The single biggest factor that will determine your grade in this class is the amount of reading and homework that you do outside of class. However, I am not going to collect this work. Instead, you will record all notes, summaries, and homework problems in one bound Notebook. It is up to you to do the work that you need to do in order to stay on track in this course.

You may write anything you wish in your Notebook. The only rule is that everything in the Notebook must be on attached pages and written by you. No photocopies, looseleaf, work from other people, typed notes, or paper copies of quizzes, tests, or handouts. Please write your name and section number in large print on the front of your Notebook. If you run out of pages in your Notebook then you may continue your work in a second Notebook.

You will be allowed to use your Notebook during all daily quizzes, most weekly quizzes, and at least part of each in-class exam and part of the final exam.

The suggested amount of work that you should include in your Notebook for each section of the textbook is as follows:

SUMMARY	at least one page of notes from the reading
QUESTIONS	solutions to the five Questions at the end of each section
CLASS NOTES	notes from class
THINKING BACK	solutions to all Thinking Back problems
CONCEPTS	solutions to at least 10 Concepts problems
SKILLS	solutions to at least 20 Skills problems
APPLICATIONS	solution to at least 1 Application problem
PROOFS	solutions to at least 2 Proofs problems
THINKING FORWARD	solutions to all Thinking Forward problems

To keep things organized, please label the material in your Notebook with the headers suggested above, along with the appropriate section number. The suggested work above should take you 2-3 hours to complete, for each section of the textbook. Easier sections might take less time, and harder sections might take more.

Please keep in mind that these Notebooks are for you, not for me. You choose the problems that you think will be most helpful for you to examine. Try to do some easy problems and some challenging problems, and select a wide variety of problems from the exercise set. If a section is easy for you, then you might not have to do as many problems. If a section is difficult then you may wish to do additional problems. I will let you know in advance of any problems that we will not be covering in the course, but for the most part, all problems are fair game for quizzes and tests. Be sure to include definitions and theorems in your Notebook; in this course the theory is as important as the calculations. For the homework problems, don't just list answers; provide written-out questions and full solutions so that your Notebook will be as useful as possible during quizzes and exams.

Although I do not expect to collect these Notebooks on a regular basis, I may do a spot-check on occasion or perhaps collect them one time at the end of the semester. If you visit me in office hours, the very first thing I will ask to see is your Notebook, so that I can see how much work you have successfully completed and where you may need help. You are expected to bring your Notebook to class every day. In addition, you should bring your textbook to class on Thursdays.