

ALGEBRA

YOUR WORKING PORTFOLIO

Organizing your work in a meaningful way is the best study aid you will have in any mathematics course. Your portfolio will enable you to have immediate access to class notes, examples for reference, previously solved problems (including mistakes you've corrected and don't want to repeat), and investigations. You should also use your portfolio to record hints and suggestions that I give about studying for upcoming quizzes and tests. If you listen closely and make note of my tips, you'll find that nothing is a surprise for you when the day of the test arrives. If you learn to organize your work now, you will have a much easier time adjusting to the rigors of college study.

- You will need to use a **three-ring binder** for your portfolio. This will allow you to take things in and out of your notebook as necessary. I suggest you have a **separate** binder (1.5 or 2 inches) for your Algebra work because you will have an amazing amount of material by the end of each semester.
- You will need a divider for **CLASS INFORMATION**. This section should include the course syllabus, this portfolio handout, the group work handout, the "How to Study for a Math Test" handout and any others that are distributed during the year.
- You will need a divider for your **ASSIGNMENT SHEETS**. I will distribute assignment sheets for each chapter. This will also include test and quiz dates. The assignment sheets should be kept for the semester so that you will know what will be covered on the Final Exam.
- You will need a divider for your **HOMEWORK**. If your notebook gets too full, at least keep assignments for the semester. Make sure you mark any problem that you got wrong or that you thought was difficult. You should make corrections for each of these problems. These are the problems that you should focus on while studying for tests. It is also helpful to have your graded homework in case you disagree with my records when grading time comes around.
- You will need a divider for you **CLASS NOTES**. This is probably the most important part of your portfolio. Be sure you include the section number that links it to your textbook. Highlight definitions, examples and any **hints** that I give in class.
- You will need a divider for **WORD PROBLEMS**. We will cover several types of word problems in this course. You will see these on the STAR exam, your final exam and again in Algebra 2.
- You may also want a divider for **DAILY QUIZZES**. These might be helpful to you when studying for a test.
- You are responsible for bringing your portfolio to class every day.

The quality of your portfolio will be reflected in your grade! I will check your portfolio in one of several ways. I may ask you to remove specific sections of your portfolio for my inspection or I may have you bring your portfolio forward and talk to me about sections of interest. Of course, it is also possible that I will collect your entire portfolio or ask you to bring it to Open House or a parent conference. Please feel free to be as creative as you'd like with your portfolios -- I love to show your masterpieces to other teachers!