

ACPO Binder Partner Check Practice



Directions: Exchange paper and complete 1-5 with partner.
Return paper to binder owner and write self reflection of binder evaluation

1. Agenda/Daily Planner: (circle rating) 4 3 2 1

- Is homework listed for each subject?
- Does the student have a method for checking off completed homework/ assignments?

Comments: _____

2. Notes: (circle rating) 4 3 2 1

- Does the student have notes for each subject, including Academic Lab?
- Are the notes checked for quality - using a rubric or other grading system?

Comments: _____

3. Organization: (circle rating) 4 3 2 1

- Is the binder organized as suggested on the check off sheet?

Comments: _____

4. Neatness: (circle rating) 4 3 2 1

- Are there any loose papers?
- Are all papers filed behind dividers according to subject and date?

Comments: _____

5. Supplies: (circle rating) 4 3 2 1

- Does the binder include the required materials (dividers, pencil pouch, agenda, etc)

Comments: _____

Quick Write: Reflect and write on the following (5 min):

- a) What area(s) of my binder organization are going well? (circle) 1 2 3 4 5
- b) What area(s) needs more attention? (circle) 1 2 3 4 5

What specific step can I take in the next few days to improve my overall organization? (Make sure you use proper grammar, punctuation, and clarity.) – Continue on back if needed.

