**Learning Journal Guidelines**

These guidelines are designed to help you successfully compile a BIO156 Learning Journal. The purpose of your journal is to help to revise for exams by carefully synthesizing and reflecting on the information provided during lectures. Please read the guidelines in fully, and carefully. If you are unsure, please speak with your instructor. Learning journals will be checked regularly, often without prior notice. Please ensure your journal is always up to date, and with you each time you come to class. Journals that are not submitted for grading when requested will receive a zero for that assignment. Finally, journals must be completed outside of class time. If a student is seem completing their journal during class they will receive a zero for that assignment.

How should my Learning Journal be organized?

* Name on front of journal, course title and section number, and meeting times.
* Number each pages in the bottom right hand corner for easy access to journal entries.
* Leave first 5-6 pages of journal blank for Table of Content.
* On the last page of the journal add a Glossary/Vocabulary + Definitions list. Add to it anytime you encounter a term you do not understand.

What information should I include in my Learning Journal?

* Please attach these guidelines to the inside of the front cover.
* Table of Content.
* One journal entry for each lecture period, include **date of lecture** and **headings of topics** covered. If your class meets twice a week than two entries are required, if your class meets three times a week three entries per week are required ->

From the lecture slides identify the main topics. **Summarize** and **synthesize, using you own words,** your understanding of the lecture in words and/or pictures. Please, no printed diagrams or text, hand-written text and drawings only. Handwriting and drawing must a legible, if I can’t read it I can’t grade it.

* At the end of each journal entry make a bulleted list of the most valuable items that you want to remember later.
* Your weekly entries must be a minimum 4 pages.

Thanks Dr Cath