

Activity 1.1.1 NRE Notebook

Purpose

The study of natural resources and ecology requires the development of skills in problem solving and decision-making. In addition, a successful manager of natural resources and ecology will need to understand how the natural world is subject to change over time. Organized record keeping is an effective way to document and to know that change has occurred. Good record keeping will ensure you have the information you need to make good decisions in the management of natural resources and how people interact with the environment.

Have you ever completed research for a term paper, but when the time came to write the paper, you could not find your notes? Have you ever completed a homework assignment on your computer only to find that, when the time came to print it out, you could not recall the file name or where you saved the assignment?

Staying organized is a desirable attribute that you will find important throughout your life, whether in college or in a career. Being organized is not hard to achieve if you develop systems to record and store information as you research or complete your work. It is time consuming to sort piles of papers or look through your entire computer memory to find what you need. If you begin with a system in place to keep things organized as you go, you will spend less time searching for files, notes, and papers.

Materials

Per student:

- Three-inch, three-ring binder
- (12) Tab dividers
- (12) Tab label inserts
- *NRE Notebook Cover Page Template*
- *NRE Notebook Spine Template*
- *NRE Table of Contents*
- *FFA Activity Log*
- *SAE Hours Log*
- *SAE Income and Expense Sheet*
- Pencil

Procedure

The *NRE Notebook* is a tool to help you stay organized in this course. In addition to notes and class activities, your notebook will contain a record of FFA and SAE activities that you participate in throughout the school year. It is important that you keep your *NRE Notebook* up-to-date for each class meeting. Your teacher will make periodic checks of your *NRE Notebook* to ensure you have adequately completed necessary coursework and are learning to be organized.

1. Acquire a three-inch (3") three-ring binder, 12 tab dividers, and 12 tab label inserts from your teacher. Also acquire a copy of the following pages:
 - *NRE Notebook Cover Page Template*
 - *NRE Notebook Spine Template*
 - *NRE Table of Contents*
2. Write your name clearly on both the cover page and the spine label. Slide your cover page and the spine label into the appropriate positions on the three-ring binder.
- 3.

4. Make labels for the tab dividers. Use the following list for section titles:

- Records
- 1. CPE
- 2. Earth
- 3. Water
- 4. Air
- 5. Energy
- 6. Flora/Fauna
- 7. Sustaining Use
- 8. People
- 9. PPF
- 10. Field J
- 11. Eco Study

5. Insert the *NRE Table of Contents* in the front of the binder.

- You will fill your notebook with *Presentation Notes* and activity sheets as you progress through the course. Your teacher will discuss the proper procedures for completing your *Presentation Notes* pages at the appropriate time.

6. The *FFA Activity Log*, *SAE Hours Log*, and *SAE Income and Expense Sheet* are provided for you to use for recordkeeping related to your FFA and SAE experiences. You will keep these pages updated in the Records section of the notebook as you progress through the course. Your teacher will provide you additional pages to use if your local and state FFA programs have specific requirements.

Conclusion

1. Why is it important to be organized?

It is important to be organized for a lot of reasons, but I think the most important reason is so that you can make sure that you remember everything that you need to do, and that you know where everything is. As a adult, being unorganized can cause a lot of problems.

7. How do you think keeping a *NRE Notebook* will help you in this course?

I think that keeping an NRE Notebook will help keep the students more engaged in their learning and will allow them to keep track of all of their papers and assignments.

8. What note taking or organization techniques have you used in other courses or situations that would be helpful in this course?

I really like to use Cornell Notes, but I also think that using bullet points would help with this course as well.

9. What organizations do you belong to that require you to be organized?

MSTA, MVATA and FFA