**Technology Education**

**Career & Technical Education**

**Desert Hills Middle School**

**Design Notebook Assignment**

**Directions:** In order to document designs effectively, you need to create an effective design notebook and follow standard conventions. To create your design notebook, follow these steps:

1. Start with a standard-sized, graph-ruled composition notebook. Do not use a spiral-bound or loose-leaf notebook.
2. Use a permanent marker to \*neatly\* write your team number on the front.
3. On the inside cover, neatly write all the names of your team members (first and last names).
4. On the first page, create a heading at the top center that says “TABLE OF CONTENTS.” Each time you start a new project, you will put a new entry in the table of contents listing the name of the project, and the starting page number for that project. DO NOT NUMBER THE PAGE WITH THE TABLE OF CONTENTS.
5. Starting with the second page (not the back of the first page), begin numbering the pages (front and back) on the bottom outside corner. Number all the remaining pages in the notebook front and back.
6. When you have completed Step 5, turn in your design notebook for evaluation.
7. When using the design notebook to document your work, follow the conventions listed here: <https://schools.utah.gov/cte/tech/publicationsresources>. At the conclusion of each project, turn in your design notebook for evaluation.