



WHAT IS IT?

A syllabus is a **contract** between students and the instructor. So, it's important review it to know what you're agreeing to!

WHAT SHOULD I BE LOOKING FOR?

A syllabus should outline:

- how to be successful in the course
- what you can expect to learn
- what materials you will need to do this learning
- *how you will be assessed (or graded) in the course*

That last point is a very important one that will help you prioritize your work throughout the semester. Use the guide on the right to break down each of these parts.

QUESTIONS?

Since this is a contract between you and your professor, make sure to clarify any questions you have *with your professor!*

Your Academic Advisor or a Learning Strategies Consultant from the Tutoring Center can also help you organize this information into an actionable plan.

Start the Semester Right Know Your Syllabus

Note the following on each of your course syllabi for the semester:

CLASS INFORMATION

- Course title and section, as well as a description of the course.
- The times, days, and locations of class meetings.
- Zoom links or other sites needed for online instruction.

INSTRUCTOR'S INFORMATION

- Instructor's name and title (Dr., Ms., Professor, etc.).
- What is their preferred method of contact? If they don't list it, ask during office hours.
- Instructor's office hours, including location (or link), times, days.
 - *This is a time for YOU, so make note of it in your calendar.*

IMPORTANT DATES

- Dates of exams, quizzes, or other assessments.
 - *Make note of whether these will be in-class or if you will need to make time outside of class to complete them. Are these exams at a testing center on campus or online?*
- Assignment due dates.
 - *Making notes of all assignment due dates will help you schedule your time better to prepare for them. Does your professor have a preference of what format you submit your work in?*

MATERIALS NEEDED

- What textbooks or materials are required as part of the course?
- Does the class require software, subscriptions, etc.?
 - *Make sure to make note of your login credentials for these!*
- Are there recommended materials? While these may be optional, they could make a big difference in your studying or deeper learning.

RULES AND POLICIES

- Make note of the policies and rules on participation, absences, tardies, grading, and late work.

COURSE OUTLINE

- An outline of all major assignments and topics covered should be provided. Mark these in your calendar to know what's coming next!

ASSIGNMENT DESCRIPTIONS

- Review what preferences your instructor has for submission, formatting, required materials, and other relevant pieces of each assignment.