

The Syllabus

The syllabus is a contract between the student and the instructor which outlines important expectations for a course, like what you can expect to learn, which materials will be used, and how you will be assessed.

Use information from your course syllabus to complete a “Class Organizer,” “Semester Calendar,” and “Weekly Planner” as you prepare for the semester.

Note the following on a course syllabus:

Class Information	<ul style="list-style-type: none">• Course title and section, as well as description of the course• Times, days, and locations of class• URLs and instructions for any online meetings or asynchronous work
Instructor’s Information	<ul style="list-style-type: none">• Instructor’s name and email or other preferred method of communication <p><i>If your professor doesn’t list a preference on the syllabus, you can ask them during office hours.</i></p> <ul style="list-style-type: none">• Instructor’s office hours—day, time, location/URL
Important Dates	<ul style="list-style-type: none">• Dates for exams, quizzes, and assignments <p><i>Look for information about whether you will take tests during class or whether you need to schedule a time at the testing center—or with an online proctoring service. Schedule these as soon as you are able.</i></p>
Materials Needed	<ul style="list-style-type: none">• Required materials: these are materials you will need to buy, rent, or borrow for the entire semester (textbooks, software, class supplies, etc.)• Software or online subscriptions: often these are required for completing assignments or other learning activities <p><i>Once you’ve paid for these, make sure your log-in credentials work, and take some time to explore the resources available within.</i></p> <ul style="list-style-type: none">• Recommended materials: while these aren’t required, they can often be great resources
Rules and Policies	<ul style="list-style-type: none">• Grading, absences, tardiness, and participation
Course Outline	<ul style="list-style-type: none">• Calendar/Schedule of when each topic will be discussed in class <p><i>Use this to know what to preview for each class!</i></p>
Assignment Descriptions	<ul style="list-style-type: none">• Descriptions and submission methods for all assignments <p><i>Often you can find helpful information about formatting, required materials, and other relevant information of the assignment here</i></p>