The Syllabus

The syllabus is a contract between the student and the instructor which outlines important expectations for a successful course, like what you can expect to learn, which materials will be used in your learning, and how you will be assessed on what you’ve learned.

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

Note the following on a course syllabus:

| Class Information | • Course title and section, as well as a description of the course  
|                   | • Times, days, and locations of class meetings  
|                   | • URLs and instructions for any online meetings or asynchronous work  
| Instructor’s Information | • Instructor’s name and email or other preferred method of communication  
|                     | *If your professor doesn’t list a preference on the syllabus, you can ask them during office hours.*  
|                     | • Instructor’s office hours—day, time, location/URL  
|                     | *Mark these on your weekly planner.*  
| Important Dates | • Dates for exams, quizzes, or other assessments  
|                | *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.*  
|                | • Assignment due dates  
|                | *Make mini deadlines for yourself to organize large projects.*  
| Materials Needed | • 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  
|                | *Once you’ve paid for these, make sure your log-in credentials work, and take some time to explore the resources available within.*  
|                | • Recommended materials: while these aren’t required, they can often be great resources for studying or deeper learning  
| Rules and Policies | • Rules and policies about grading, absences, tardiness, and participation  
| Course Outline | • Calendar/Schedule of when each topic will be discussed in class  
|                | *Write these in your academic calendar and use them to know what to preview for each class!*  
| Assignment Descriptions | • Descriptions and submission methods for all assignments  
|                        | *Often you can find helpful information about formatting, required materials, and other relevant pieces of the assignment here.*