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 | 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 | 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  
| Important Dates | Dates for exams, quizzes, and assignments  
|                  | *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.*  
| 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  
| Rules and Policies | Grading, absences, tardiness, and participation  
| Course Outline | Calendar/Schedule of when each topic will be discussed in class  
|                  | *Use this 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 information of the assignment here*