

Understand the Syllabus

The Class Syllabus is one of the most over-looked, critical tools for being successful in a course. Take time after the first meeting of each course, answer these simple questions, and have a better understanding of what your instructor expects.

With this critical information you can then develop Your Learning Plan for each of your courses.

COURSE LOGISTICS

- ? When does the class meet?

- ? Are there differences (time, location, lab, lecture, independent work, etc.) between the meeting sessions?

- ? What books do you need to buy?

- ? What is the inclement weather and illness policy for the class? (Snow, Ice, Flu, etc.)

LEARNING EXPECTATIONS

- ? What is expected of you in the class?

- ? What out-of-class activities are required? (Supplemental Instruction, Field Trips, Volunteer Hours, etc.)

- ? How will you receive your assignments (syllabus, handouts, Blackboard)?

- ? How do you submit your assignments?

- ? What is the instructor's attendance policy?

? How is your grade determined?

? What are the learning outcomes/goals/objectives for the course?

COMMUNICATION WITH YOUR INSTRUCTOR

? Where is your instructor's office?

? When are your instructor's office hours?

? How does your instructor want to be contacted? (Phone, E-Mail, After Class, In-Office by Appointment, etc.)