

Use Your Syllabus to Plan for a Successful Semester

TITLE OF SYLLABUS SEGMENT	WHAT IS IT?	HOW DO I USE IT?
Course Description/ Overview	-The context & reason for the course -Prerequisites	-Refer to when choosing topics for projects -Use to keep ideas in perspective and make connections
Instructor Information	-The instructor's contact info	-Make sure you know when and how to communicate with your professor
Course Goals and Objectives	-The professor's goals for your learning in the course -An introduction to the topics you will be working to understand	-Get the "big picture" of what you will learn -Use to organize your readings & notes into topics -Refer to for writing long-term papers or proposing long-term research projects
Required Texts	-List of Books and other reading materials necessary for the course	-Read the introduction to each text and write brief summary or key words
Course Requirements	-Type and level of work that is required	-Make sure you have met all requirements before the end of the course
Course Assignments & Exam Dates	-Schedule/Plan for your work during the semester -May be in a list, chart, or calendar format	-Use to plan study, research, & writing -Use to divide notes and readings on info topics -Put each one in your calendar/schedule/planner early
Essay, Report, & Test Formats	-Description of how your papers should be formatted and how your tests will be designed	-Refer to in order to know how to study -Refer to in order to proofread a paper for format -Make a checklist of requirements -Identify study strategies that would be useful for that particular type of exam
Course Evaluation Guidelines	-Description of how you will be graded	-Refer to before handing in an assignment -Use to prioritize work based on how much it counts toward your final grade -Make a rubric if you don't already have one
Resources & Learning Tools	-List of tools to be used both in and outside of the classroom -Some are communication tools like Zoom, Canvas, etc.	-Familiarize yourself with the tools -Use the tools for studying, researching, and writing -Check the websites regularly
Course and Department Policies	-The guidelines of academic & classroom behavior and consequences of not adhering to policies	-Make sure you understand the policies thoroughly