



SYLLABUS REVIEW SHEET

EFFECTIVELY USING YOUR SYLLABUS FOR ACADEMIC SUCCESS:

Your professor uses the course syllabus to convey crucial information you need to know to engage thoughtfully and intentionally with the course. To use your syllabus effectively, keep the following in mind:

1. Understand the policies, expectations, and learning goals/objectives for the course and why they're included
2. Identify important due dates for assignments/examinations and what learning objectives they serve
3. Apply what is included in the syllabus in many ways, including in:
 - course and semester goal planning
 - short-term and long-term scheduling
 - establishing appropriate systems for studying and/or organization
 - identifying the appropriate learning strategies/approaches you'll utilize in the course

QUESTIONS TO ASK YOURSELF WHEN REVIEWING YOUR SYLLABI:

- Where, when, & how often does class meet?
- How do I contact my professor?
- What are the learning goals for the course?
- What is the course format?
- What are the course expectations?
- What are the specific course policies?
- Are there exceptions for any course expectations or policies?
- What is the course schedule?
- What are my course assignments?
- When are my course assignments due?
- Are there exams? When are they?
- Are there any rubrics or grading scales listed?
- What are the materials or tech required?
- Is there any other important information shared in the syllabus that seems helpful?

IF YOU CANNOT FIND INFORMATION ON THE SYLLABUS THAT YOU THINK WOULD BE USEFUL TO KNOW, ASK YOUR PROFESSOR IN CLASS, OVER EMAIL, AND/OR AT OFFICE HOURS.



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Course Number and Name: _____

Semester: _____ Course Instructor: _____

Instructor's Contact Info: _____

Lecture/Class Days: _____

Lecture/Class Time: _____ Lecture/Class Room: _____

Lab Days, Times, Locations: _____

Assignments, Exams, and Assessments:

Date / Due Date:

Course Expectations, Policies, and Other Important Information in Syllabus:

Other Course Details/Notes: _____
