QUINSIGAMOND
Community College

Student Guide: How to Use the Syllabus

The course syllabus is an important document that will answer many questions, explain class policies, and clarify the instructor's expectations, so taking the time to read this at the beginning of the semester and consulting this document throughout the semester will help set you up for and keep you on the path towards academic success. Most syllabi contain the sections that are summarized in this document; your syllabus may contain other sections. ("Syllabi" is the plural form of "syllabus.")

Basic Course Information

The course name and number, as well as meeting times and a room number if the course is on campus, can be found here.

Quick Tip

Press the Ctrl and F keys on your keyboard at the same time to open a search box. You can then search for keywords in the syllabus, such as "quiz" or "due dates." Those words will become highlighted and easy to find.

Instructor Contact Information

Your instructor will provide an email and phone number as well as office hours and mailbox information.

When emailing your instructor, always email from your student email account and not a personal email.

Course Description

This explains what the course is about, how many credits it is, and if there are any prerequisites.

"Prerequisite" means a class that needs to be taken first. For example, ENG 101 is a prerequisite for ENG 102.

Course Goals and Outcomes

The goals and outcome section of the syllabus will outline what the instructor hopes the student learns by the end of the course.

You may find it helpful to create your own goals for the course. This means you'll have a reason to stay motivated to do well in the class.

Teaching Procedures

This section lets you know how the course will be conducted. For example, there might be group discussions, lectures, or use of computers during class time. This will vary by instructor and course.

If you have questions after reading the syllabus, be sure to ask your instructor. They are happy to help!

Course Topics, Course Schedule and Basis for Student Grading

Weekly topics, required assignments, due dates, and an explanation of grades can be found in these sections of the syllabus.

Quick Tip

Enter paper/essay, presentation, exam/test/quiz, and other assignment due dates in your calendar to help stay on top of coursework all semester.

Attendance Policy

Be sure to read the attendance policy to know the instructor's policy for attending class and what to do in case you need to be absent.

Communication is important, so if you are taking an in-person, in-person - blended, or remote - blended course, it is a good idea to email your instructor if you are unable to attend class. Regular participation is required in online classes, so be sure to logon several times a week.

Other Information

The syllabus also will have important information that your instructor wants you to be aware of. Take time to read the syllabus so you are prepared for your course.

This section could include information about Student Accessibility Services, the Tutoring Centers, QCC's plagiarism policy, and other items your instructor wants you to be aware of.

24/7 Support
Phone Number: 508.854.4427, Press 1 for Student Support
QCC IT Service Desk: https://www.qcc.edu/help