Student Guide: Reading the 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.

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

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

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.

The course syllabus is an important document that will answer many questions about your class.

Quick Tip:
Press Ctrl F to search for keywords in the syllabus such as “quiz” or “due dates.” Those words will become highlighted and easy to find.

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

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

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.

Method of Evaluation/Course Schedule
An explanation of grades, what types of assignments are required for the course, weekly topics, and due dates can be found here.

Other Information:
The syllabus will also 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.

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

It is a good idea to email your instructor if you are unable to be in class. Communication is so important!

Quick Tip:
Enter assignment, exam, and/or quiz dates in your calendar to help keep you organized all semester.

This could include information about Student Accessibility Services, Tutoring Centers, QCC’s plagiarism policy, and any 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