

# Using the Syllabus

## An Overview of Common Terms



### What is a syllabus?

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

A syllabus is a document that answers many questions about the course, explains class policies, and clarifies the instructor's expectations.

### Basic Course Information

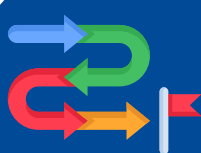


### Instructor Contact Information

This explains what the course is about, how many credits it is, and if there are any prerequisites. **You will likely find information about what course materials you need after the course description.**

Your instructor will provide their preferred contact method here as well as office hours if applicable. **Office hours are times your instructor has set aside for you to talk with them.**

### Course Description

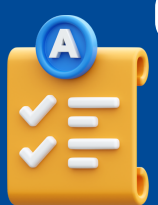


### Course Goals and Outcomes

This section tells you 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.

This section of the syllabus outlines what the instructor hopes you will learn by the end of the course.

### Teaching Procedures



### Course Topics, Schedule & Grading

Be sure to read the attendance policy to know your instructor's policy and what to do if you are absent. **Online classes also have an attendance policy.**

### Attendance Policy



### Late Work Policy

For one week after classes end, there is a revised schedule of 2-hour blocks used for a final exam, class meeting, or other activity. Check your syllabus for this date and time.

It's important to know your instructor's late work policy. Be sure to check your syllabus for each class as they might differ.

### Finals Week



**Questions? Contact the Academic Tech Coaches**

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