



Cornell University
Learning Strategies Center

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**Use the following checklist to
navigate your syllabus!**

	Does this syllabus ...	?	If not, what should you do?	If yes, what should you do?
1	let you know what this course is about?			
2	include learning outcomes?			
3	indicate what you will do and learn?			
4	indicate what the professor/teaching team will do/teach?			
5	include lecture and section time(s), location(s)?			
6	indicate what the required text(s) is/are?			
7	let you know the names and contact info of the professor/teaching team?			
8	indicate when office hours are?			
9	help you understand how to communicate with the instructor outside of class?			
10	let you know if there is a website or Blackboard site?			
11	indicate that Twitter or blogs will be used for this class?			
12	let you know where grades are posted?			
13	inform you about how your final grade will be calculated?			
14	let you know if your lowest grade will be dropped when calculating your final grade?			
15	let you know how to earn extra credit?			
16	indicate the number-letter grade equivalents (e.g. ≥ 90 average = A; ≥ 250 points = A) used in grading in this class?			

17	inform you about how to submit late work?			
18	inform you about the exam schedule?			
19	indicate what to do if you have a conflict with an exam?			
20	let you know if you can take a makeup exam?			
21	indicate what the expectations are for academic integrity?			
22	let you know if there are any course-specific policies/expectations regarding collaboration and/or outside help?			
23	let you know how to deal with this situation: You break your right arm in late October (& you're right-handed) – and you need help taking notes			
24	let you know what to do if there is a campus-wide emergency?			
25	indicate what the attendance policy is?			
26	let you know what the scheduled topic is for every class?			
27	indicate what the assignments are and when they are due?			
28	indicate what the format of the exam(s) will be?			
29	indicate what will be covered on the exam(s)			
30	let you know if there are practice exams and when and where you can access the?			