Navigating a syllabus

Use the checklist below to navigate your course syllabus!

Does this syllabus...	Yes/No	If not, what should you do?	If yes, what do you need to do/write down?
Let you know what this course is about?			
Include learning outcomes?			
Let you know the topics covered in the course?			
Indicate what you will do and learn?			
Include lecture and section time(s) and locations(s) (if in-person or hybrid)?			
Indicate what the required text(s) is/are?			
Let you know the names and contact information of the professor/teaching team?			
Indicate when office hours are (and how to access them)?			
Help you understand how to communicate with the instructor outside of class?			
Let you know if there is a course website or Canvas page?			
Let you know how you will be able to see grades on assignments and prelims?			
Inform you about how your final grade will be calculated? (Including if scores are dropped?)			
Indicate the number-letter grade equivalents (eg >=90% = A; >=500 pts = A) used in grading the class?			
Inform you of if/how you can submit late work?			
Inform you of the exam schedule?			
Indicate what to do if you have a conflict with an exam? (and how to take a make-up exam?)			
Indicate what the format of the exam is (in-person, online, open book, closed book, etc)?			
Indicate what will be covered on the exam(s)?			
Let you know if there are practice exams and when and where you can access them?			
Provide clear instructions about how to follow specific rules/protocols for taking the exams?			
Indicate what the expectations are for academic integrity?			
Let you know if there are any course-specific expectations or policies regarding collaboration and/or outside help?			
Let you know how to deal with unexpected situations like:			

* family emergencies? * a broken arm that prevents you from taking notes?			
Let you know what to do if there is a campus-wide emergency?			
Indicate what the attendance policy is? (And what to do if you need to miss class?)			
Indicate what the major assignments are, when they are due, and how you will turn them in?			
Identify places you can go to get help or support?			
Identify optional course components?			
Identify software that is needed?			
If your course is online:			
Outline how you will access the first day of class? (eg a Zoom link)			
Describe how you will engage/ask questions in class?			
Outline what to do if you have technical (internet/computer) issues?			
If your course is in-person (including in-person portions of hybrid):			
Indicate relevant safety protocols (including entry and exit paths for the classroom, the need to wear a mask, assigned seats, etc)?			
Let you know what to do if you need to be quarantined and can't attend class?			
Let you know what will happen if the course instructor gets sick or needs to be quarantined?			
Indicate what you should bring to class with you every day? (eg computer)			
If your course is a hybrid course:			
Indicate clearly what days you will be in-person and what days you will be online?			
Provide a Zoom link for online days?			

v.8.12.2020