

# How to Read a Course Syllabus

## What is a Course Syllabus?

The course syllabus documents the weekly learning topics and provides students with a “map” or path identifying when and how course content is covered. The syllabus also sets students expectations for workload by outlining assessment items, assignments and due dates.

## A syllabus:

- Provides basic information (i.e. teacher’s name, office location, e-mail address, voice mail).
- Provides students with a course “map” or path, identifying what they will be doing, when and how they will be doing it, and when and how their performance will be evaluated.
- Communicates a teacher’s educational philosophy and instructional approach.
- Serves as a course contract between the teacher and the students.
- Addresses general questions students might have about the course (i.e. What can I expect to learn? How will I learn it? What will it take to be successful? What will my assignments be? How will I be evaluated? What are the important dates? Whom do I contact with questions or difficulties?)

*Experience*



**Georgian**

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# Reading a Course Syllabus

- 1) Review important class requirements such as expectations regarding attendance and participation.
- 2) Make notes of when homework/assignments are due and what dates quizzes and tests will occur.
- 3) Use a planner or a phone or an app. Make a record of due dates for assignments and exams. Set reminders in advance of due dates. Remember to look at your calendar at the beginning of each week and make a weekly schedule to complete the tasks.
- 4) Make note of instructor's office hours, location and contact information.

