

A SIMPLE GUIDE FOR SYLLABI

- 1** Collect all of your **SYLLABI**. Sit down with your chart and pull needed information from each syllabus, transferring it to the chart.
- 2** Under **COURSE**, list each course title, beginning with your most difficult course at the top, to indicate its high priority, and ending with the least difficult at the bottom. Under each course title, set a goal by writing the **FINAL GRADE** you want to earn in the course.
- 3** Under **PROFESSOR**, record name, office hours (ex. 2-3 pm, MW), office location, e-mail address, and phone number. Learn your professor's name at the first class! Plan to visit each professor's office hours during the first two weeks of classes to introduce yourself and to ask any questions you may have. Get acquainted with each professor early, especially in your most difficult course, and you'll be more likely to seek help regularly, before problems with grades can arise. Seeing this entry on your chart will remind you to take this crucial step.
- 4** Under **EXAMS**, list the type and date of each exam and how much each counts toward your final grade (ex. midterm Oct. 2, 3 essays, 40%). Do the same under **PROJECTS/PAPERS** and also under **OTHER**, for courses in which homework, quizzes, or critiques contribute to your final grade. Leave blanks for any courses in which these do not apply. These three spaces show you, at a glance, exactly what you have to do – and when – to earn the final grade you desire.
- 5** Below **ATTENDANCE POLICY** and **LATE/MAKEUP POLICY**, note any special requirements of individual professors. There will be wide variation on these; you need to know that four absences in one course will cause that professor to drop you from the class, while in another case you have more leeway. Some professors dramatically lower grades for late work, while others are less stringent. Your chart will make it easier to meet individual expectations that will affect your grade.
- 6** **POST** your completed chart prominently, where you will see it every day. Viewing all your course demands condensed onto one sheet of paper, rather than spread over five multi-page syllabi, is the first step in organizing your approach to the quarter.
- 7** Immediately transfer all those key dates you have listed for tests, papers, and projects to your quarter **CALENDAR**, tying this essential information into your long-range time management system.

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COURSE & FINAL GRADE GOAL	PROFESSOR Name Office hours Location E-mail, Phone	EXAMS Types Dates % of Final Grade	PROJECTS & PAPERS Due dates Description % of Final Grade	OTHER Homework Quizzes Extra Credit % of Final Grade	ATTENDANCE POLICY	LATE & MAKEUP ASSIGNMENT POLICY