

## *Getting to Know Your Syllabus*

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**Being able to read your course syllabi is a key part of academic success. Please complete this worksheet for one syllabus of your choosing and bring it with you to your first appointment. You and your advisor will review your answers together and then go through the rest of your syllabi to create a semester calendar.**

1. Course:

2. Instructor:

INSTRUCTOR CONTACT INFORMATION—EMAIL, PHONE, OFFICE LOCATION:

3. Instructor office hours:

4. How would you go about scheduling an appointment with this instructor?

5. What is the instructor's attendance policy?

ARE YOU PERMITTED ANY ABSENCES WITHOUT PENALTY? IF YES, HOW MANY?

6. Does this syllabus discuss academic dishonesty?

IF YES, WHAT DOES IT INCLUDE?

7. Will assignments be accepted late?

IF YES, HOW LATE WILL THEY BE ACCEPTED?

8. What are the major assignments for this course (exams, papers, projects, etc.) and when are they due?

9. What is the reading schedule for this class? (If there is not one provided, work with your Turning Points advisor to develop one!)

10. When is the final exam for this class?

11. Are there any opportunities for extra credit? If yes, what are they and when are they due?

12. Is there any other important information included in the syllabus?

13. What questions do you have about your syllabus?