

Syllabus Review Tips

Use these guidelines to review your syllabus; add relevant information to your “Important Contacts” list and/or your semester and weekly calendars.

1. Contact information for the professor:
 - a. Email address
 - b. Office location
 - c. Office hours
 - d. Telephone number/s
 - e. Other
2. Term Exams, papers, presentations, participation, etc.
 - a. How many exams?
 - b. When are the exams?
 - c. How many papers? Research? Responses? Discussion Posts? Other?
 - d. When are they due? Submission format and location? E.g. Word document, PDF, Moodle, Email
 - e. How many presentations? Individual or group?
 - f. When is my presentation, or how is/are the presentation date(s) established?
 - g. Are there any other course requirements?
 - h. Are there any other course expectations?
 - i. What are the expectations for participation in the class? E.g. attendance, discussion forums, etc.
 - j. How is my grade determined?
3. Class meetings
 - a. When and where does this class meet?
 - b. Is there a policy or expectation about class attendance?
 - c. What should I prepare for class?
 - d. Where are the reading materials? In textbooks? In course packs the prof is distributing? On Reserve? On-Line? Other?
 - e. Which reading materials are required?
 - f. Which reading materials are optional?
4. What does the professor expect me to learn by the end of the semester? How do I know that this is the professor’s expectation?
5. Is there any other information in this syllabus that seems helpful?
6. Is there any information I would find helpful that is not included in this syllabus? How can I obtain this information?

Remember to use your **resources**! Your **professors** are available for office hours, by appointment, and via email. You can also make an appointment with your **Dean** or **the Academic Support and Learning Resources Specialist** at 610-526-5375.

<http://www.brynmawr.edu/academicsupport/StudentSupportServices.html> | <http://pms.blogs.brynmawr.edu>