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?
   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.


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