

Using Your Syllabus

What is the purpose of a syllabus? It serves as a guide to the class content, grade assignment, and requirements that you as a student are expected to follow. In other words, it tells you what you need to do to successfully pass the class. It is therefore to your advantage to take your syllabus very seriously!

What to do with your syllabus:

1. Hole punch or otherwise attach the syllabus to your class binder/notebook. Whatever you do, **DO NOT LOSE YOUR SYLLABUS**.
2. Carefully read the entire syllabus, from the first to the last word. Ask your teacher if you are not clear of what the expectations for the class are.
3. Carefully read and highlight due dates for tests, presentations, quizzes, papers, projects, etc.
4. Ask the instructor if you have any questions about due dates or project requirements.
5. Transfer all of these assignment dates onto your planner or calendar important.
6. If your instructor has an email or phone number, make sure you have it. Make note of office hours.
7. If there is a Web CT component log on within the first day of class, do it immediately. There could be valuable information you need to know right away.
8. Come to TriO as often as you need to and as and often as you can!!!

