

The Syllabus

The syllabus is a contract between the student and the instructor which outlines important expectations for a course, like what you can expect to learn, which materials will be used, and how you will be assessed.

Use information from your course syllabus to complete a “Class Organizer”, “Semester Calendar”, and “Weekly Planner” as you prepare for the semester.

Note the following on a course syllabus:

Class Information

- Course title and section, as well as description of the course.
- Times, days, and locations of class.
- URLs and instructions for any online meetings or asynchronous work.

Instructor’s Information

- Instructor’s name and email or other preferred method of communication. *If your professor doesn’t list a preference on the syllabus, you can ask them during office hours.*
- Instructor’s office hours—day, time, location/URL.

Important Dates

- Dates for exams, quizzes, and assignments. *Look for information about whether you will take tests during class or whether you need to schedule a time at the testing center—or with an online proctoring service. Schedule these as soon as you are able.*

Materials Needed

- Required materials: these are materials you will need to buy, rent, or borrow for the entire semester (textbooks, software, class supplies, etc.).
- Software or online subscriptions: often these are required for completing assignments or other learning activities. *Once you’ve paid for these, make sure your log-in credentials work, and take some time to explore the resources available within.*
- Recommended materials: while these aren’t required, they can often be great resources.

Rules and Policies

- Grading, absences, tardiness, and participation.

Course Outline

- Calendar/Schedule of when each topic will be discussed in class. *Use this to know what to preview for each class!*

Assignment Descriptions

- Descriptions and submission methods for all assignments. *Often you can find helpful information about formatting, required materials, and other relevant information of the assignment here.*

Additional Info

For more information, visit the Center for Academic Success in B-31 Coates Hall, call (225)578-2872, or visit lsu.edu/cas.