Syllabus Survey

What information you can get from your syllabus and when it’s helpful

After the first class:

- **Grade percentages:** Highlight the break-down of the grade and put a star (*) next to the area that you think will be the most difficult.

- **Office hours:** Highlight the professor’s office location and hours. Email him/her to set up an appointment within **two weeks of the first class.** During this conversation, you can discuss your accommodations, as well as establish a relationship with the teacher, find out where his/her office is, and discuss the course.

- **Attendance:** Highlight any information regarding the attendance policy. How many unexcused absences are allowed? What portion of your grade is attendance?

- **Major assignments or assessments:** Highlight any major assignment due dates or dates of assessments (tests or quizzes). Mark these dates in your calendar/planner; also, one week beforehand, mark reminders about the upcoming assignment or assessment and include any reminders for when you can go to office hours to get additional support.

Throughout the semester:

- Find the course objectives and turn them into questions.
  - Example objective: Students will be able to define “police strategy” and apply its definition.
  - Example questions: What is a police strategy? What is an example of a police strategy?

- **Notes:** In the assigned readings, look for (and write down) the answers to these questions.

- **Participation:** Prepare a response to each of the questions and offer this information during the class that discusses this reading.

- **Assessments:** Answer (write down) each of these questions (without notes!). Then, compare the responses with the notes you have from class and determine which information is missing; study the information you missed and briefly review the information you included.