Bates
STUDENT ACADEMIC SUPPORT CENTER

Mapping the Syllabus

The Basics

Class Name & Number		Class Location	
Faculty Name		Class Days & Time	
Faculty Phone/Email		Office Location	
Course Materials		Faculty Office Hours	

Other People Supporting This Class

Name	Role	Contact Information	How can they help me?

What percentage of my final grade are each of these items?

Exams ___%	Quizzes ___%	Midterm___%	Final ___%	Lab ___%	Papers ___%
Problem Sets ___%	Short Writing ___%	Participation___%	Presentations ___%	Other ___%	Other ___%

	Date	What Happens on This Date
Important Dates (exams, tests, paper due dates etc)		

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Course Policies	
What is the course attendance policy?	
What are the in-class expectations for participation?	
What is the course makeup/late policy for exams, quizzes and homework?	
Is there any information about how things will be graded?	
What is the course A.I. policy?	
What do I do if I have accommodations?	
What is the class policy on extra credit?	

Course Flow	
What happens (or is due) every week, or every other week? When is it due?	
What sort of work will I be doing between classes?	
Do I need to set myself up in any systems or services (for example, online problem sets)?	
What days of the week will I plan on doing what out-of-class work?	
Are there weeks that will be more intense than normal? What happens in those weeks?	
Are there any routine-breakers? (Field trips, evening film viewings, guest lecturers, campus talks to attend, etc)	
Is there any other important information?	