

# Syllabus

## RECON



A **Syllabus** provides a student with all the requirement for that course. When a student registers for a course, it is THEIR RESPONSIBILITY to understand the requirements for that course as it is laid out in the SYLLABUS. A Syllabus is a contract between you and the instructor. Not all SYLLABI are alike. (Yes, that's a word..plural for Syllabus!). Every instructor, every course may be designed differently, and it is up to YOU to KNOW what the requirements are.

1. Instructor's Name
2. Office Hours- these are times the instructor sets aside to meet with students.
3. Instructor's Contact information
4. Course materials required (is there a textbook or a lab link that you need to use?)
5. Attendance Policy-there are not "excused" absences. You must work with instructor to discuss missed class times or missed work.



6. Late or Missed assignments policy

7. **Percentages for each area** of the course: attendance, daily quizzes, major exams, projects, etc. Often students believe they are doing well in a course because they earned high grades on daily quizzes or assignments HOWEVER, those assignments may only be 10% of the final grade!

8. Lesson Plan when each assignment is due...watch for changes in times.
9. How to submit work. Be sure you use the OUTLOOK software (Google and Apple products may not submit work)

**HINT:** It is up to you to communicate with your instructor. It is always wise to request a private meeting with the instructor IN THEIR OFFICE if you wish to discuss your standing in a course, ask questions about your grade(s), or to share personal information.