

# 20 Questions your syllabus can answer

A syllabus is a guidebook, a calendar, and a manifesto rolled into one. You may be overwhelmed at first glance, but take some time to read through each of your syllabi to find the following key information:

## The basics:

1. How can I reach the professor?
2. When and where are office hours?
3. What textbooks or other materials will I need, and where can I find them?

## Course Policies

9. What happens if I have to miss class?
10. Can I hand my work in late?
11. Can I make up a missed test or assignment?
12. What about an emergency?

## Assessment:

4. When are assignments due?
5. How do I hand them in?
6. When are tests and exams?
7. What else will I be graded on?
8. What other activities, events, or field trips am I required to attend?

## How to succeed in this course:

13. How should I prepare for class?
14. What should I be doing in class?
15. What other resources can I use?
16. What is academic dishonesty, and what are the consequences?
17. How do I access accommodations for a disability?

## And most importantly:

18. What is the point of this course?
19. How does it fit into the curriculum or my major?
20. What will I learn? What will I learn to do?



Make an appointment with a  
Study Mentor for more tips on the  
transition to college



Student Success Tips from the  
Center for Teaching and Learning  
Hobart and William Smith Colleges