



Why Should You Read Your Syllabus? *Because it tells you everything you need to know!*

1. Contact Information for Your Instructor/Professor: Name, Email, Phone, Office location. Office hours and how to schedule appointments.
 - Faculty set aside time just for you, so take advantage of office hours for questions on course material.
2. Course Description and Objectives:
 - Describes what will be taught in the course and what you will get out of it.
3. Textbooks: Find which books are required and which are optional. Purchase your textbooks immediately so you don't get behind on assignments.
 - The SDSU Bookstore will provide information on purchasing textbooks and if rentals are available at [Jackrabbit Central](#) under Textbooks.
4. Course Expectations and Assignments: This section will cover expectations regarding class policies.
 - Attendance and Class Participation, including cell phone usage.
 - Late work – is it accepted and how late can it be?
 - Total points you can earn in the course and how many points you need to earn for each grade.
 - Description of and breakdown of major assignments and how many points you can earn on each.
5. Use of Online Platforms and Referrals to Resources:
 - D2L – online platform through which you will access your syllabus, class schedule, upload assignments, receive notices regarding classes, etc.
 - ConnectState – to schedule appointments with First-Year Advisors, Success Advisors, and schedule Tutoring appointments, etc.
 - Wintrode Student Success and Opportunity Center. See also [Academic Resources](#) for subject specific resources.
6. Daily Course Schedule:
 - Topics covered each class period
 - Assignments and when they are due
 - Dates of Quizzes and Exams
 - Guest Speakers
7. University Statements: This is important information outlining both the University's obligations to you and your obligations as a student at SDSU.
 - ADA Statement
 - Freedom in Learning Statement
 - Student Academic Integrity and Appeals
 - Land Acknowledgement

Utilize the [Syllabus Summary](#) form to help you get organized and determine how much time outside of class you need to dedicate to each subject.

Syllabus Summary: Complete this form for each of your classes this semester, including any labs. The purpose is to help you organize important class information and provide you with a quick 1-page document that summarizes your syllabus and gives you key information you can refer to frequently.

Course Prefix, Number and Section: _____

Course Title: _____

Professor's Name: _____ Professor's Office location: _____

Professor's Email: _____

Professors Office Hours and format (zoom, in-person, etc.): _____

What is your goal for a grade in this class (i.e., A, B, C)? _____

Remember to enter due dates for assignments and exams on a calendar or planner.

Consider which area has the greatest impact on your overall class grade (exams, attendance, papers, projects, i.e.)

What campus resources can help you in this class? How to you access those resources? (Check out resources on [Study Hub](#).)

Based on the grade you want to earn in the class, complete the following calculation to determine how many hours you'll *need* to spend on this class each week to earn the grade that matches your goal.

How many credits is the course? _____

Rate how difficult this class is for you? x _____

(For every credit hour, 2 hours = easy, 3 hours = moderate and 4 hours = hard.)

Total hours required of you outside class time each week: _____

Number of hours required of you to be in class each week: + _____

Total hours needed to earn the grade reflecting your goal for this class: = _____ each week

Example:

Engl 101	3 credits
Difficulty rating	x 3 moderate
Total hours required outside of class each week:	9 hours
Number of hours required in class each week:	+ 3 hours
Total number of hours needed to earn the grade you want:	12 hours each week