

TIPS FOR READING A SYLLABUS

The syllabus serves as the road map for your course. Pay special attention to the following sections to ensure you don't miss anything!

Course Identifying Information	This section will provide the official name of the course, semester, and any pre-requisites needed.
Meeting Location	Be sure to find the exact meeting times for class and the location, whether it's in-person or online!
Instructor & Teaching Assistant (TA) Contact Information	Some instructors have specific office hours and communication policies. Before contacting them, double-check this section to see their preferences (email, canvas message, etc.). Also, this section may include TA contact information if applicable.
Required and Suggested Readings/Materials	Check to see if there are any required textbooks, reading materials, access codes, or school supplies you need for the course. Some books may be available through the FAU Library System or the Campus Bookstore.
Course Requirements	Here you will find an outline of all assignments, tests, quizzes, presentations, etc. for the entire course. This is very helpful to look back on throughout the semester for guidance!
Attendance & Make Up Policy (if applicable)	This section outlines the attendance policy and if your instructor allows makeup assignments. Be sure to communicate with your instructor early if you know you will miss a class!



CENTER FOR LEARNING
AND STUDENT SUCCESS
FLORIDA ATLANTIC UNIVERSITY

Call, email, or visit us!

Phone: (561) 297-0906 Email: CLASS@fau.edu

General Classroom South (GS-2) Room 223, Boca Raton Campus