

# Syllabus Guide

Processing the information on the syllabus can be a daunting task, but it is a critically important one for students to be academically successful. Below, the SSC has outlined several key elements to pay attention to in order to perform your best in your courses. We are using a modified version of a past MATH 98/108 syllabus as our example, but these tips work for ALL courses.

## KEY SYLLABUS FEATURES

### Textbook + Required Materials (Note: pay special attention to Online Access Codes!)

- You can view the textbook/required materials on any syllabus in either the Course Description or Required Materials sections
  - For 98/108, the required materials were: the textbook (*Algebra: Form and Function*, 2nd edition (Wiley) by McCallum, Connally, and Hughes-Hallett.); a non-graphing scientific calculator; and a subscription to WileyPLUS for online homework submission
    - **SPECIAL NOTE:** as of Spring 2023, WileyPLUS carries a 2-week free grace period so that you can complete assignments while you secure the funds to purchase the code. You don't have to fall behind!

### Instructor Contact Information

- In this section, you can view the office hours time + location for your instructor
- Your instructor's name and UWM email address
  - Occasionally, the syllabus even includes the instructor's preferred name! Use this in email communication wherever possible.

### Grading/Score Breakdown

- Here, you can view the necessary % to receive a passing grade, as well as the impact of different grade categories
- For the past 98/108 syllabus, the required passing grade was a 70% or better.

### Course Components/Guidelines

- This section contains a combination of expectations/what you need to have in order to be prepared for class each day
- In our 98/108 sample syllabus, the requirements were daily WileyPLUS submissions, weekly written work (≈practice problems), in-class worksheets, and Canvas quizzes after each lesson



# Syllabus Guide, cont.

## Important Course Policies

- This section will contain information regarding: attendance; exams; late work; submission format/citation style (i.e., APA for Psychology; MLA for English; etc.); academic honesty/integrity policy enforcement
  - For the past 98/108 syllabus, the policies were:
    - 4+ absences = a maximum possible grade of a 70%
    - All exams are required and proctored
    - The exam reviews are a required part of class and count towards the overall course grade
    - Your final exam grade can replace a lower midterm exam grade (maximum of ONE midterm grade; NOT both)
    - Late work will only be accepted for illness reason if the instructor is contacted the day after the work was due, or sooner
    - The usage of online solvers/apps for WileyPLUS assignments is considered academic dishonesty and is subject to sanctions

## Tentative Course Schedule/Course Assignment List

- Here, you can view the relevant due date information for your course—be sure to look at this section often, in case more assignments are added, and/or due dates are adjusted
- All major assignments are typically listed in this section
- For 98/108, view the corresponding Course Organizer for a more detailed breakdown for how to interpret what is due, when

