

## The Course Syllabus

### "The Google Map to Your Academic Success"

A syllabus includes information about assignments, due dates, and your instructors. You will receive a syllabus for each of your classes on the first day, in some cases, prior to the first day (check your emails!). The syllabus will clearly outline the expectations for each course. Please keep a record of your grades when your professor returns assignments and/or tests. Schedule an appointment immediately with your professor(s) if you are experiencing difficulty. He/she will be able to give you recommendations for improving your grade(s). Also, please take advantage of all tutorial services that are available on campus.

### Critical Syllabus Information:

- Professor and teaching assistant office location, office hours, & contact information
- Prerequisites required for the course
- Co-requisites required for the course
- Number of credit hours you will earn for the course
- Type of course requirements
- Amount of work required
- Reading requirements
- Class format
- Grading Scale
- Grading Policies
- Extra Credit Opportunities
- Course Schedule
- Classroom Policies
- College/University Policies

## **Student Engagement, Student Leadership, & Co-curricular Activities**

### **How do these factors translate into meaningful learning experiences?**

#### The Office of Career Development & Placement Services

The Office of Career Development & Placement Services provides students with valuable information for entering their career upon completion of college. Resources are provided for finding employment, internships, and gaining admission into a graduate program of study. Students are afforded the opportunity to participate in different workshops, such as, resume writing, cover letter critiques, and selecting appropriate professional attire for the workplace. Furthermore, the Office of Career Development & Placement Services also guides students in constructing their academic portfolios. Through the incorporation of these services, students are better prepared for the next step(s) after college.

#### Student Organizations

Students are encouraged to participate in organizations on campus that cater to their specific interests and/or hobbies. There is something for everyone if you are willing to take a chance and get involved! If there is a specific organization that is currently not being offered that you're interested in, it only takes a little effort to get a new organization started. Please seek counsel from the staff of the Office of Student Engagement if you are interested in starting a new organization on campus. Your interests can lead to meaningful change on campus!

