Syllabus Mapping Worksheet

Instructions: use the following prompts to better understand the syllabus/syllabi in your class

Name: ____________________________ Course: ______________________

Course Meeting Days and Time: M T W R F ________ Course Location: ______________

Professor’s Name: ____________________________ Office Location: ______________

Professor’s Email: _______________ @kutztown.edu Office Hours: ______________

Based on the syllabus for this class, which of the following areas are most important in determining your final grade (check all that apply and list the percentage, if given):

☐ Exams _____ % ☐ Quizzes _________ % ☐ Final Exam ________ %
☐ Papers _____ % ☐ Homework ________ % ☐ Class Participation ________ %
☐ Lab Work _____ % ☐ Presentation _______ % ☐ Field Activities ________ %
☐ Other: ______ % ☐ Other ________ % ☐ Other: ________ %

What is the Professor’s attendance policy? ______________________________________

What is the Professor’s homework/quiz/test make-up policy? ________________________

Final Exam Date & Time: _____________________________________________________

Plan regular study times for this class. Also, it is a good idea to know the names and phone numbers of one or two people in the class for study partners and/or someone to call when you have questions.

Study Times: ________________________________________________________________

Classmate: ____________________________ Classmate: __________________________

Assignment Tracker

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Short Essay (1-3 pages)</td>
<td>Wednesday, August 26th</td>
<td>☑</td>
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