

# 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):**

<input type="checkbox"/> Exams _____ %	<input type="checkbox"/> Quizzes _____ %	<input type="checkbox"/> Final Exam _____ %
<input type="checkbox"/> Papers _____ %	<input type="checkbox"/> Homework _____ %	<input type="checkbox"/> Class Participation _____ %
<input type="checkbox"/> Lab Work _____ %	<input type="checkbox"/> Presentation _____ %	<input type="checkbox"/> Field Activities _____ %
<input type="checkbox"/> Other: _____ %	<input type="checkbox"/> Other _____ %	<input type="checkbox"/> 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

Assignment	Due Date	Date Completed	
Example: Short Essay (1-3 pages)	Wednesday, August 26 <sup>th</sup>	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
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