

Reading the Syllabus / Course Presentation

Course Syllabus Components

You will receive these on the first day of classes for your course and / or they may be given as a resource of your course Moodle site. Sometimes, Instructors will email them to you in advance.

Course Description:

Description from the Course Outline, plus anything else the Instructor would like you to know about the overall intention of this course.

This is the general overview of what you will be doing in this course.

Contact Information

Instructor name; email; Office Phone / Voice Mail; Classroom; Office Hour times; Office Room.

This should contain all the info you need to contact your Instructor when you need to ask questions, meet with them, or convey information to them.

Course Materials:

Required and Additional Materials: Including: reference to handouts, Library materials that are used in the course, or other materials.

You will need all of these items! Get them from the indicated sources.

Tentative Schedule of Topics, Classes, Assignments (may change)

Including times, attendance requirements, external activities, field trips, etc.

This information should go into your scheduling device (day timer, calendar, online schedule, etc.)

Assignments

Assignments and due dates specified, may include rubrics / checklists.

Assignment due dates need to be scheduled in advance so you can plan your work, research, and study.

Rubrics and checklists must be referenced for projects to ensure that you meet the specified criteria.

Tests and Exams

Exam dates, may include other ways that testing will be done.

All testing requirements need to be scheduled in advance so you can plan your work, research, and study times.

Policies

Kwantlen Polytechnic University policies regarding class conduct, evaluation, testing, late assignments, and plagiarism are observed for all courses.

Everyone at Kwantlen must comply with the policies laid out.

For all Kwantlen policies see: <http://www.kpu.ca/policies>

"The More You Know..."