**Key Parts of a Syllabus**

**I. Instructor’s Course Requirements**

* E-mail
* Website (if available)
* Phone number
* Conference periods
* Classroom number

**II. Text and Materials**

* Name and ISBN of book and other resources
* Calculator
* 3-ring binder
* Dividers
* Pencils/pens
* Notebook paper
* Flash drive

**III. Course Requirements**

* Percentage of grade distribution
  + Class assignments
  + Homework
  + Exams
  + Projects
  + Comprehensive problems
* Grade scale

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**IV. Instructor’s Policies**

* Attendance
* Late / make up work
* Instructional methodology
* Exam/grading policy
* Scholastic dishonesty
* Disruptive acts
* Cell phones
* Notes
* Binder checks

**V. Class Calendar**

**(Table or Outline Format)**

* Dates
* Assigned chapters
* Readings
* Class Activities
* Assignments
* Homework
* Quizzes
* Major projects
* Final Exam