

### **Step 11. Let Students Know What You Are Planning (Syllabus)**

Now it is time to write Syllabus. This should include, among other things:

- General management information—instructor, office hours, phone, etc.
- Goals for the course
- Structure and sequence of class activities, including due dates for major assignments, tests, or projects
- Text and other required materials
- Grading procedures
- Course policies: attendance, Honor Code, late work, make-up exams, etc.

Action: What information do you want in the course syllabus?

Action: How do you want to communicate the syllabus to students—online, paper?