



ORGANIZING YOUR SYLLABI

COURSE:

DAYS:

TIME:

LOCATION:

Professor/TA Contact Information

Professor

NAME:

EMAIL:

OFFICE HOURS TIME:

OFFICE HOURS LOCATION:

TA

NAME:

EMAIL:

OFFICE HOUR TIME:

OFFICE HOUR LOCATION:

MAJOR ASSIGNMENTS/EXAMS (INCLUDE DUE DATES AND PERCENT OF FINAL GRADE):