Completed Syllabus Breakdown Example (Fictional Illustration)

FICTIONAL EXAMPLE: These rules apply only to the illustration for Alex Morgan and are not recommendations for how your own course should operate.

Student: Alex Morgan | Course: ENGL 1010 / 01 | Syllabus reviewed: Monday of Week 1 | Location: Course home -> Syllabus

Syllabus Area	Alex's Summary and Action
Contact	Instructor prefers college email; include course and section. Student-support hours listed in syllabus.
Materials	Assigned readings in the LMS; verify access today. No separate publisher code listed.
Grading	Essays 50%, reading responses 30%, discussions 20%. Copy published letter-grade scale onto reference sheet.
Attendance	Check the stated absence policy; follow notification instructions and collect missed work.
Late work	Reading responses: up to 48 hours late with stated deduction. Discussion replies: no late credit. Essays: ask rule.
Schedule	First essay proposal due Week 3; draft due Week 4; final due Week 5. Record exact dates from instructions.
Support	Writing support contact linked in the syllabus; schedule help before the draft deadline.