BLANK REUSABLE WORKSHEET | CHAPTER 6 • PAGES 65–66

Your Syllabus Breakdown & Course Policy Reference

Part 1: Your Syllabus Breakdown (Page 65)

Course / section / Term

Instructor / Review date

Syllabus location / revision date if listed

Course format, meeting pattern, and required online participation

Learning goals and major work I must complete

Required materials and technology / access actions

Preferred instructor contact / support hours / stated response time

Grading method, scale location, and any required components

First required task and verified deadline

Part 2: Your Course Policy Reference (Page 66)

Policy	What it requires / exceptions	Source or follow-up
Attendance and participation		
Late work by task type		
Missed tests or makeups		
Collaboration / citations / AI use		
Submission and technology issues		
Grading adjustments / required tasks		

One question I will ask using the original policy wording

Who I will ask / contact method / follow-up date