

## Syllabus Week Checklist

The first week of a college semester is often referred to as “Syllabus Week” because professors will typically devote some time during the first week of classes to reviewing parts of the **course syllabus** with students. Syllabus Week gives students the opportunity to study the syllabus for each of their courses and take some additional steps to prepare and plan for a successful semester.

### To Do List for Syllabus Week:

- Make sure you are in the right class(es) (delete if space is needed)
- Attend all your classes and be sure to show up on time
- Read the syllabus for each course
- Talk to your professor(s) about the course expectations
  - Determine if each course you are taking is the right course for you.
- Rearrange your schedule as needed
  - Adjustments to your schedule should be made as soon as possible, to avoid falling behind.
- Print all your syllabi and keep them in a binder (or save them in a folder on your computer)
  - Mark down all quiz, exam and project due dates (highlight? In a daily planner?)
- Use a daily planner or app to create a schedule for all quiz, exam, and project due dates, and study time for assignments, projects, quizzes and exams
- Talk to at least one person in each class
  - Getting to know your classmates can lead to enriching opportunities to discuss the course and form study groups as well as discover other common interests outside of the course.
- Organize your school supplies and your study space
- Make sure your financial aid is in order (this should be done prior to the first week, though, yes?)
- Find your textbooks for as cheap as possible (reword this – they should ideally already have textbooks by this point?)
- Find shortcuts to and from class (delete, if space is needed)
- Take advantage of the slightly slower work pace this week to get ahead of your schoolwork (start reading and brainstorming?)
- Get a little extra rest in preparation for the hard work ahead
- Contact Student Support Staff to discuss ways to ensure your success this semester and beyond

### Sources:

9 Things to Do During Syllabus Week - <https://thehappyarkansan.com/blog/syllabus-week/>

7 Smart Things to do during Syllabus Week for a Better Semester - <http://www.weleadoutloud.com/7-smart-things-syllabus-week-better-semester/>