Academic Enhancement in the Student Success Center

Tip of the week

**Review Your Syllabi**

1. **Review Required Textbooks.** Use this as a guide when searching for textbooks online or in the bookstore. Readings, assignments, papers, and tests will be completed based on information from the textbook. You cannot successfully complete the class without the book.

2. **Know the Attendance Policy.** Although ODU has a general attendance policy, each professor will create his/her own point system for missed days. Some professors may allow only 2 absences before you receive a failing grade. Others may allow you to miss more than 2 classes, but take a certain percentage off of your grade. If they are dropping you a full letter grade for each absence after 2, you will reach the failing point at 6 absences.

3. **Know Professor’s Contact Information.** Be sure to learn the professor’s name and the correct spelling. Highlight their e-mail addresses. If you ever need to contact them, e-mail will probably be the best way. Other professors may specify that they only want to be reached at certain times or via certain methods. You may also want to check out their office hours. If you have any questions, you will know when they are available.

4. **Know The Grading Policy.** Find out what each assignment, paper, and test is worth. If you are working on a paper that is worth 25% of your grade, you will know how much time and effort to devote. Pay attention if class participation is included in the grading scale. Some professors may designate a certain percentage of your grade for class participation. Don’t miss out on an ‘A’ because you failed to participate in class.

5. **Keep Up with Assignments.** Most professors include a week-by-week list of assignments. Use this as a planning tool to prioritize and manage your schedule.

*Try this now...*

By the end of the semester your syllabus may be worn, torn, and wrinkled. Try to keep it in one piece by:

- Making a photocopy and keeping it in a safe place.
- Scanning it and saving it to the cloud (Google Drive, DropBox, etc.).
- Taking a picture of it, so it’s easy to access from your mobile device.

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