

Name:

SYLLABUS ORGANIZATION WORKSHEET

Course	(1)	(2)	(3)
Course Schedule			
Professor's Name and Email			
Office Hours and Location			
TA's Contact and Office Hours			
Required Materials and Cost			
Assignments			
Quizzes and Exams			
Late Submission/ Make-up Exam Policy			
Attendance Policy			

Name:

SYLLABUS ORGANIZATION WORKSHEET



Course	(4)	(5)	(6)
Course Schedule			
Professor's Name & Email			
Office Hours and Location			
TA's Contact and Office Hours			
Required Materials and Cost			
Assignments			
Quizzes and Exams			
Late Submission/ Make-up Exam Policy			
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