

Most common asked questions about the Syllabus.

1. Where can I find the Syllabus for the course?

Look for the Syllabus link on the Course Menu and/or the Course Content Home page. Your instructor should have placed the Syllabus in an noticeable place.

If you do not see the syllabus on the Course Menu and/or the Course Content Home page please contact your instructor to ask for the location of the syllabus or to request a copy of the syllabus.

2. What kind of information can I find on the syllabus?

A syllabus normally contains some of the following types of information:

- Instructor contact information and office hours.
- The objectives of the course.
- The academic policies of the institution, as well as policies regarding late assignments, make-up exams, etc.
- A course outline, which may includes important dates.
- A list of required texts and recommended readings.

3. I click on the Syllabus link but I do not see the syllabus. Why?

Depending on the format, it may open in a program such as Word or Adobe Reader. If your computer does not have Word you can download OpenOffice which is a comparable version to Word. The links for OpenOffice and Adobe are listed below.

The OpenOffice website is:

<http://download.openoffice.org/contribute.html?download=bouncer&product=OpenOffice.org&os=winwjre&lang=en-US&version=3.0.1>

The Adobe website is:

<http://www.adobe.com>

****Please note that the Distance Learning department is not responsible for the functionality of this software, nor do we provide any support for this software. If you experience problems after installation, you must visit the OpenOffice.org website and troubleshoot the problem through their website. The Distance Learning dept. also does not infer liability for any loss of data or technical problems that may arise after installing this software on your computer system; we are simply providing this as a suggested solution to those students who do not have access to Microsoft Office software.****