Syllabus Checklist

Class Title:	Class Meeting Days/Time:		
Instructor:	Office Location & Hours:		
Email:			
Class Assignments	Due Date	Weight of Final Grade	Actual Grade (to keep records)
(more “assignment” rows on reverse side)			
Summary of how my final grade will be determined in this course:			
Number of Absences Allowed:			
Absence Dates (keep a record of when you have missed):			

Mansfield Learning Center

Syllabus Checklist

Class Title:			
Class Assignments (Continued)	Due Date	Weight of Final Grade	Actual Grade (to keep records)

MANSFIELD
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