Syllabus worksheet

Please answer the following questions as completely as possible. You must actually read the syllabus to do so.

1. What is the name of this course?
2. List 3 ways you can contact me with questions?
3. What is my phone number and email?
4. What are my office hours?
5. Where can you find all assignments and worksheets if you are absent or loose them?
6. What are the consequences of turning in late work?
7. Under what circumstances is late work not accepted?
8. What are three ways you can be deducted attendance points?
9. What type of assignments must be typed? What font?
10. What must you do if you have a planned absence?
11. How is late work different when related to illness or emergency?
12. How and when can students receive additional help with their coursework?