

## Using Syllabus

As an instructor, you've put lots of efforts and time in order to create a well-designed and well-organized syllabus for your students. However, sometimes some of your students may not be interested in that syllabus at all. They may even just throw it away before having a look at it. How can you prevent this situation occurring? Several things could be done for helping to address this issue:

1. Put the syllabus online so students can always access it.
2. Pass the syllabus to students on the first day of class and give brief explanations. Ask students questions.
3. Have some space on a syllabus for names, phone number, and email of two or three classmates. Ask students to fill in those spaces after talking and identify some of their classmates. This offers opportunities for students to help each other (if someone misses a class session) or work/study together.
4. Have a short quiz about the content of the syllabus in the 2<sup>nd</sup> or 3rd class meeting.
5. Often refer to the syllabus in the class, particularly when students ask some questions that are already answered in the syllabus.