Course info sheet (one per syllabus)

Pull everything that matters out of a course outline on day one: contacts, office hours, how marks are weighted, late and missed-work rules and key dates.

NAME

DATE

COURSE CODE AND NAME

TERM

INSTRUCTOR

EMAIL AND OFFICE

OFFICE HOURS

TA AND CONTACT

LEARNING PLATFORM

TEXTBOOK

HOW MARKS ARE GIVEN

Assessment	Weight	Due date	Notes

RULES FROM THE OUTLINE

LATE PENALTY

MISSED TEST OR EXAM RULE

MEDICAL NOTE OR SELF-DECLARATION?

ACADEMIC INTEGRITY OR AI-USE RULE

ANYTHING ELSE TO REMEMBER