Faculty Matter Teaching Tip #2:  
Read through the syllabus you have prepared

Make sure you can answer the following questions in the affirmative: If you were a student in this class, reading this syllabus,

- Would you be able to put together a clear picture of what the class was about?

- Would you have a sense of what your instructor expected you to learn from it?

- Would it be clear to you what, specifically, you were going to be asked to do or produce, and when? And

- Would you be able to figure out where you could turn if you encountered any difficulties along the way?

For a “second pair of eyes,” and a different perspective, consider having a department colleague or a former student read through your syllabus as well.