

Academic Advisement Syllabus Handout

Date: [Insert Date]

Dear [Student's Name],

Welcome to the [Course Name] academic advisement session! Below you will find important information regarding the syllabus.

Course Details:

- **Course Title:** [Course Title]
- **Course Code:** [Course Code]
- **Instructor:** [Instructor's Name]
- **Email:** [Instructor's Email]
- **Office Hours:** [Office Hours]
- **Class Schedule:** [Days and Time]

Course Description:

[Brief description of the course content and objectives.]

Learning Outcomes:

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

Grading Policy:

Grades will be determined based on the following:

- Assignments: [Percentage]
- Exams: [Percentage]
- Participation: [Percentage]

Important Dates:

- [Date 1]: [Event/Deadline]
- [Date 2]: [Event/Deadline]

Additional Resources:

- [Resource 1]

- [Resource 2]

If you have any questions or need further assistance, please do not hesitate to reach out. I am here to help you succeed!

Best Regards,

[Instructor's Name]

[Instructor's Title]

[Department Name]