

## **The Universally Designed Syllabus**

Applying the principles of universal design to the development of a course syllabus facilitates the accessibility of the course and minimizes (but not eliminates) the need for accommodation. The following are the components of a universally designed syllabus.

### ***Introductory Information***

- Course title and number of credits
- Current year and term
- Course description
- Course rationale

### ***Contact Information***

- Instructor information (name, office location, telephone, email)
- Office hours
- Preferred method of contact (phone, email, face-to-face)
- Other expectations (e.g., turn around time for return of email messages)

### ***Prerequisites for the Course***

- Other courses
- Skills, knowledge, and experience

### ***Course Goals and Learning Objectives***

- Expected competencies, skills, and knowledge
- Instructor expectations of the students

### ***Textbooks and Readings***

- Full citations for textbooks (including ISBN) and other readings
- State whether available in electronic format

### ***Course Calendar or Listing of Topics***

- Reading completion dates
- Assignment due dates
- Examination dates

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### ***Additional Materials Required***

- Access to internet
- Calculator and other supplies

### ***Grading Procedures***

- How grades will be assessed
- The value (points or percentages) assigned for attendance, assignments, and examinations
- Grading scale

### ***Course Policies***

- Tardiness and absences (remember university rules regarding excused absences)
- Late assignments
- Make-up examinations
- Misconduct
- Plagiarism

### ***Helpful Tips or Strategies***

- Study tips, including academic behaviors that have helped former students succeed
- Descriptions of assignments and examinations (e.g., multiple choice, essay, short answer)
- Resources or websites (e.g., university writing center, student counseling center)

### ***Disability Statement***

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact your campus' disability services office.

*Sources:*

*Project PACE's "Elements of a Universally Designed Syllabus"*

*TAMU Center for Teaching Excellence's "Course Syllabus: Required and Recommended Elements"*