

Accessible Syllabus Template for Course

Important information

Instructor name

pronouns

Any information regarding contacting them, via email

TA(s) name(s) if applicable

pronouns

Emails for TA(s) if applicable

Office hours

I enjoy teaching and talking with you. If you have questions or just have an idea you want to explore, come by my office hours. If none of the times work for you, feel free to email me and we can set up a time that does.

[list the time chunks and location]

Course summary

Here would be a good place to put a summary of the course, and major learning objectives so students have an understanding what the big picture of the course is and why it matters. Tying in both big picture and the details all in one document. We encourage you to consider the length of your summary, keeping in mind that your students are most likely taking several other classes. Research has shown that short summaries, or bulleted information has the most impact on a student.

Course Values

Attendance

I encourage you to attend class every time it meets to get the full picture of the content we are exploring together. I understand things do happen, please let me know if you are unable to attend class and follow up with a classmate to be sure you know what material you missed. Students who miss more than two classes often find it more difficult to keep up with the coursework.

Commented [DK1]: For Max accessibility, do not use a table to format this information.

Late Assignments

All assignments are due before the start of class, and any assignments turned in after that are eligible for partial credit. Assignments are listed in the syllabus are listed on the day they are due, and if you are unclear on a due date, please ask me. Late assignments are accepted for partial credit up to 4 days late, each day decreases the amount of credit that can be earned by 10%. For example, assignments turned in 24 hours late, only 90% of the credit can be earned. After 4 days, only 60% of the credit for the assignment can be earned, and your focus is likely better suited for the next assignment.

[This could be a useful part to explain how you write things on the Course Calendar. Do you indicate where assignments are assigned or when they are due?]

Computers in the classroom

Please feel free to use your computer for notetaking, and please keep in mind that other students may be distracted if you start looking at cute cat videos or other things on the internet.

Expectations

[The following list has a layout of different expectations that may be helpful to include:

- Establish the climate that you intend to build with your students
- Set ground rules together
- Have your students get to know each other
- Make the "culture" of your classroom explicit and transparent

Example: "In our class: 1) everyone is allowed to feel they can work and learn in a safe and caring environment; 2) everyone learns about, understands, appreciates, and respects varied races, classes, genders, physical and mental abilities, and sexualities; 3) everyone matters; 4) all individuals are to be respected and treated with dignity and civility; and 5) everyone shares the responsibility for making our class, and the Academy, a positive and better place to live, work, and learn." (from a sociology syllabus)]

Grading

[How will students be assessed? If you are using a table to show this information, please put information in each cell and avoid merging cells to increase accessibility. If you are using a chart, keep in mind students may print it in black and white and any information shown only by color may be lost. For example, grades could be presented in a table as shown below:]

Type of Assignment	Percentage of Grade
Class Attendance	45%
Quizzes	10%
Midterm	15%
Final Paper	30%

There will be opportunities for extra credit, but they will not impact your grade more than a few percentage points.

Course Calendar

[Some students may not know how to use your syllabus as it is a skill that isn't always taught. In order to make it easier for students to use, it is worth explaining what you are expecting.]

Our class meets twice a week and is primarily discussion based. As such, our conversations will be more interesting and engaging if everyone has a chance to read the assigned materials prior to the class meeting.

Date of Class meeting	Readings	Assignments and exams
Sept. 3, Tuesday	When you can hyper link text to make it easier to read.	none
Sept. 5, Thursday	Syllabus Principles of Design by CELT pg 305-310 of Imagining a new stance	Syllabus quiz
Sept. 10, Tuesday	other readings	none
Sept. 12, Thursday	yet more videos to review	paper proposal due
...
November 28-29	no readings, enjoy break!	none
...
Dec 19	Study	Final exam

Academic Honesty

A student who is academically dishonest is claiming an advantage not available to other students. The instructor is responsible for ensuring that all students compete on a level playing field. Thus, the teacher has teaching, grading and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty. What this means is: If you are charged with an offence, pleading ignorance of the rules will not help you.

Student Accessibility Services

A student who requires accommodations to level the playing field can contact Student Accessibility Services to determine if reasonable accommodations may be helpful. Tufts University values the diversity of our students, staff, and faculty; recognizing the important contribution each student makes to our unique community. Tufts is committed to providing equal access and support to all qualified students through the provision of reasonable accommodations so that each student may fully participate in the Tufts experience. If you have a disability that requires reasonable accommodations, please contact the Student Accessibility Services office at Accessibility@tufts.edu or 617-627-4539 to make an appointment with an SAS representative to determine appropriate accommodations. Please be aware that accommodations cannot be enacted retroactively, so reaching out to them earlier in the semester is advised to maximize your academic experience.