# Accessible Syllabus Checklist

This checklist will help you make your course syllabus more accessible. Use the \_\_ blank space to add accessibility features over time. Course outline \*expectations, as per Article 29 of the current [Faculty Agreement](https://www2.unbc.ca/sites/default/files/sections/human-resources/collectiveagreementfinal060721july12019-june302023.pdf), are indicated with an asterisk.

## Instructor Information

\_\_\*Name, office address, office telephone number, and weekly office hours of the Faculty Member

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## Course Information

\_\_\*The subject matter to be explored in the course

\_\_Include learning objectives that answer the question “What do you want your students to know, be able to do, and/or value after taking this course?” ([UBC Examples](https://ets.educ.ubc.ca/learning-design/designing-for-learning/writing-learning-outcomes/))

\_\_Include course texts and consider [e-texts](https://news.athabascau.ca/learners/5-ways-e-texts-can-help-learners-succeed/) and [Accessibility and Universal Design in Open Educational Resources](https://bccampus.ca/event/accessibility-and-universal-design-in-open-educational-resources/?instance_id=3300&utm_medium=email&utm_campaign=BCcampus%20News%20July%2028%202021&utm_content=BCcampus%20News%20July%2028%202021+CID_c0b39c358caacc8ec323a764d525e2e3&utm_source=Campaign%20Monitor&utm_term=Join%20us%20on%20August%2018) where possible

\_\_Include lecture capture explanation, e.g. sessions will be recorded and posted to learn.unbc.ca within 24 hours

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## Evaluation and Assessments

\_\_\*A list of all required assignments and examinations and the relative weight of assignments and examinations in the final assessment of student performance. A Faculty Member may consult with the class about office hours, subject matter of the course and assignments, examinations and their weighting, and provide the class, the Program Chair and Dean, copies of the course outline following this consultation.

\_\_Include a description and any requirements for each assignment.

\_\_Design assessments by answering the questions “What am I trying to measure or understand? How is this connected to my learning outcomes?”

\_\_Include multiple options for assignments with flexible grading, e.g. grading contracts, some low stakes work, repeat/ungraded attempts, later exam grades replace earlier

\_\_Consider take-home exams

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## Grading System

\_\_Include the UNBC [undergraduate](https://www2.unbc.ca/sites/default/files/sections/calendar/2021-2022undergraduateacademiccalendarv5.pdf) or [graduate](https://www2.unbc.ca/sites/default/files/sections/calendar/2021-2022graduateacademiccalendarv4.pdf) grading systems from the academic calendar

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## Policies and Expectations

\_\_Direct students to the [UNBC Academic and Nonacademic Misconduct Policy](https://www2.unbc.ca/sites/default/files/sections/policy/academicandnon-academicconductpolicy.pdf) and remind them of the Academic Integrity module included in orientation

\_\_Define any late assignment policies, e.g. 24 hour-notice requested of instructor, 24-hour leeway, daily percentage deducted, providing flexible deadlines, e.g. time banks, week-long, self-set where possible

\_\_Define any attendance or participation expectations, providing multiple means of engagement, representation, action and expression in line with [universal design for learning guidelines](https://udlguidelines.cast.org/)

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## Learner support

\_\_Add an [Accessibility Statement](https://www2.unbc.ca/sites/default/files/sections/access-resource-centre/20210503accessibilitystatementforcoursesyllabus.pdf)

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## Accessible Formatting

\_\_Use accessibility checkers in [Foxit PhantomPDF](https://help.foxit.com/manuals/pdf-reader/foxit-phantomPDF-for-mac/manuals/en-us/3.4.0/Accessibility.html) and [Word](https://support.microsoft.com/en-us/topic/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1?ui=en-us&rs=en-us&ad=us)

\_\_Include [alternative text in MS Office](https://support.microsoft.com/en-us/office/video-improve-accessibility-with-alt-text-9c57ee44-bb48-40e3-aad4-7647fc1dba51#:~:text=and%20video%20files.-,To%20add%20alt%20text%20to%20a%20picture%2C%20shape%2C%20chart%2C,your%20object%2C%20then%20a%20description) for any pictures, clip art, charts, tables, shapes, SmartArt, embedded objects, and audio/video files

\_\_Use descriptive hyperlinks

\_\_Use a 12-14 point sans serif font, e.g. Helvetica, Arial, Verdana, Tahoma

\_\_Use a dark font on a light background

\_\_Use 1.5 line spacing and short paragraphs with left-aligned text

\_\_Use **bold** or underline over *italics* to emphasize text

\_\_Do not convey information with colour alone

\_\_Use hierarchical, simple document design, e.g. table of contents, headings, numbering

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