



Elements of a Universally Designed Syllabus

- **Introductory information**
 - Course title and number
 - Number of credits
 - Current year and term
 - Course description
- **Contact information**
 - Phone number
 - Email address
 - Office location
 - Hours of availability
 - Preferred method of contact (e.g. phone, email, face-to-face)
 - Other expectations (i.e. turn around time for return of email messages)
- **Prerequisites for the course**
 - Classes
 - Skills
 - Knowledge
 - Experience
- **Course objectives**
 - Expected competencies, skills, and knowledge
- **Textbooks and readings**
 - Include full citation for textbooks and readings (including ISBN number)
 - State whether available in electronic format
- **Course Schedule or Outline**
 - Dates of topics of discussion
 - Assignment due dates
 - Exam dates
 - Reading completion dates

- Additional materials required
 - Calculators
 - Access to Internet
 - Supplies
- Grading procedures
 - Points assigned for each assignment and exams
 - Description of how grades will be calculated
 - Grading scale
- Course policies
 - Tardiness
 - Absences
 - Late assignments
 - Make-up exams
 - Misconduct
 - Plagiarism
- Helpful tips or strategies
 - Description of your exams (e.g. multiple choice, essay, short answer)
 - Study tips
 - Behaviors have helped past students succeed
 - Descriptions of assignments (length, due dates, methods, etc.)
 - Other expectations that you have
 - Other helpful resources or websites
- Disability Statement
 - *Sample statement:* It is the policy of [your institution] to accommodate students with disabilities, pursuant to federal law and state law. Any student with a disability who needs accommodation, for example in arrangements for seating, examinations, note-taking, or access to information on the web should inform the instructor at the beginning of the course. The chair of the department offering this course is also available to assist with accommodations. Students with disabilities are encouraged to contact [the disability services office], which is located in [building name], [room number], [telephone number], and on the web at [department website].